

Board Members: Cllr Daf Williams (Non-exec Director and Chairperson, Ian Floyd (Managing Director), Pauline Stuchfield (Operational Director), Tracey Carter (Director), Andrew Docherty (Director)

Additional Attendees: Karen Bull (WwY), Nicola Kingdom (minutes)

## Agenda

1. Introduction and apologies
2. Approval of previous minutes and matters arising
3. Approval of 2013/14 Accounts
4. Review of CYT Ltd Governance Arrangements
5. CYT Finance & Performance Summary (presentation)
6. HR Policies (verbal update)
7. Forward Plan items
8. AOB
9. Date of Next Meeting

## Minutes

Item	Subject	Action
1.	<u>Introduction &amp; apologies</u> Apologies received from Debbie Mitchell and Roy Grant.	
2.	<u>Approval of previous minutes &amp; matters arising</u> The Previous minutes of 17 July 2014 were approved, with no matters arising.	
3.	<u>Approval of 2013/14 Accounts (IF)</u> The report was discussed in detail including turnover and profit. The company will be left with reasonable reserves after approving accounts and declaring dividend back to the Council.	
4.	<u>Review of CYT Ltd Governance Arrangements</u> Moving forward, it may be appropriate to review the split of non-executive and executive directors and specific powers, seeking non-executive Directors from outside the Council.	
5.	<u>CYT Finance &amp; Performance Summary (presentation)</u> Overall turnover is very healthy and could achieve around £4/5M. Profit is looking healthy.  Schools bookings have been good, with July being quiet but there was a booking for August. September has seen a slow start.	

	<p>Adult Social care accounts for around half of the business.</p> <p>The casual workforce is now over 1020.</p> <p>Marketing:</p> <ul style="list-style-type: none"> <li>• there is a school recruitment session in West Offices 18/09.</li> <li>• CYT are one of the corporate sponsors of the Colour Run event to be held at Rawcliffe County Park on 21 September which St Leonard's and Martin House Children's Hospice have joined forces to stage.</li> <li>• CYT will be at the Jobs Fair at the RI on 30 September.</li> </ul> <p>Staffing</p> <ul style="list-style-type: none"> <li>• Apprentice advert is live</li> <li>• Deputy advert is being prepared</li> </ul> <p>PS will send contracts to DW by email.</p> <p>Newsletter to be forwarded to DW when ready.</p> <p>Client/contractor activity – legal agreement being finalised. Client MI being developed.</p> <p>Extra costs are being incurred in HR support.</p> <p>It was agreed that CYT staff should have a specific CYT lanyard.</p> <p>ICT – high level summary of the work was noted. More detailed discussion is needed with RG.</p> <p>Disaster Recovery – discussions needed with Benenden.</p>	PS
6.	<p><u>HR Policies</u></p> <ul style="list-style-type: none"> <li>• Demos have been set up</li> <li>• Policies are being drafted</li> </ul>	
7.	<p><u>Forward Plan Items</u></p> <ul style="list-style-type: none"> <li>• Review of Non-exec Directors</li> <li>• Shareholder agreement</li> </ul>	
8.	<p><u>A.O.B</u> None</p>	
9.	<p><u>Date of next meeting</u> Thursday 20 November 2014, 2-3.30pm</p>	