

# Bolton at Home Group Board

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| <b>Schedule</b>  | Thursday 2 July 2020, 5:00 PM — 7:00 PM BST |
| <b>Venue</b>     | Virtual via MS Teams                        |
| <b>Organiser</b> | Governance and Regulation team              |

## Agenda

|         |   |    |
|---------|---|----|
| 5:00 PM | Director's presentation: Transition plans<br>Presentation   | 1  |
| 5:15 PM | 1. Apologies for absence<br>Verbal - Presented by Ian Munro   | 2  |
|         | 2. Confirmation of quorum<br>Verbal - Presented by Ian Munro  | 3  |
|         | 3. Declarations of interest<br>Verbal   | 4  |
|         | 4. Minutes of previous meeting held 21 May 2020<br>For Approval - Presented by Ian Munro                      | 5  |
|         | 5. Matters arising and action notes from previous meetings<br>For comment - Presented by Ian Munro            | 29 |
|         | 6. Feedback from Committee and Subsidiary meetings held since<br>last Group Board on matters of significance: | 34 |
|         | 6.1. Group Governance Committee held 26 May 2020  | 35 |
|         | 6.2. Operations Committee held 28 May 2020  | 37 |
|         | 6.3. Group Audit & Risk Committee held 4 June 2020  | 39 |
|         | 6.4. Maxmedia Board held 11 June 2020   | 41 |
|         | 6.5. Arcon Board held 30 June 2020  | 44 |
| 5:25 PM | 7. Group CEOs update<br>Verbal - Presented by Jon Lord  | 45 |

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| 5:40 PM | 8. Property systems contract award<br>For Approval - Presented by Lisa Charles  | 46  |
| 6:10 PM | 9. Innovation Chain North framework<br>For Approval - Presented by Dominic Conway   | 47  |
| 6:20 PM | 10. Group Our Plan 2020-25 (updated post COVID-19), including delivery of strategic work plan<br>For Approval - Presented by Edward Mellor  | 52  |
|         | 11. Property impairment review<br>For Approval - Presented by Edward Mellor   | 94  |
| 6:35 PM | 12. Members are asked to provide comments on the following reports (section 12 - already presented elsewhere within the governance structure) and therefore approve as one item at the Board: | 99  |
|         | 12.1. Compliance with RSH national standards (economic and consumer)<br>For Approval - Presented by Tina Cunliffe   | 100 |
|         | 12.2. Compliance with NHF codes of governance and conduct (Bolton at Home and Arcon)<br>For Approval - Presented by Tina Cunliffe   | 240 |
|         | 12.3. Board members' development plan 2020/21<br>For Approval - Presented by Tina Cunliffe  | 271 |
|         | 12.4. Arcon's Annual General Meeting (AGM)<br>For Approval - Presented by Tina Cunliffe   | 282 |
|         | 12.5. Statement of internal control 2019/20<br>For Approval - Presented by Edward Mellor  | 285 |
|         | 12.6. Going concern<br>For Approval - Presented by Edward Mellor  | 292 |
| 6:40 PM | 13. Confirmation of written resolutions<br>For Information - Presented by Tina Cunliffe   | 297 |
|         | 14. Forward planning timetable<br>For comment - Presented by Deborah Thompson   | 299 |

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| 6:45 PM | 15. Key messages to communicate to Committees/Subsidiaries/staff, including publicity requests<br>Verbal - Presented by Ian Munro  | 303 |
|         | 16. Any health and safety issues/new risks identified from the meeting<br>Verbal - Presented by Ian Munro  | 304 |
|         | 17. Reflections on the meeting, eg. appropriateness of agenda / quality of papers / quality of discussion and debate / behaviours, etc.<br>Verbal - Presented by Ian Munro | 305 |
|         | 18. Date and Time of next meeting - Monday 17 August 2020<br>Verbal - Presented by Ian Munro   | 306 |
|         | 19. Group risk register<br>For Reference   | 307 |