

MHS BOARD PAPER

**AGENDA ITEM
03 November 2005**

November 2005

| Para No | Action | Responsibility | Progress Report | Target Date for completion | Status |
|---------|--|-----------------|--|----------------------------|---------------------------------------|
| 4 | <u>Item 2: Draft Minutes of 26 May & 9 June Meetings</u> Minutes were accepted subject to one minor amendment to the May minutes | Secretariat | | | Completed |
| 5 | <u>Item 3: Actions Arising</u> Chief Executive to redraft foreword for the Corporate Business Plan (From May meeting, Para 47 May Minutes). | Chief Executive | The foreword has been redrafted and the Corporate Business Plan has now been published | | Completed |
| 7 | <u>Item 4: MHS Board Chair's Report.</u> MHS Board Secretariat to include details of future Open House meetings in mailings so that Board Members are aware of dates and can let the Secretariat know if they wish to attend. | Secretariat | MHS Board secretariat have been notifying Board members of future Open House meetings. Deryk Mead attended Open House meeting in Cwmbran on 6 Sep 05 | | Completed (Ongoing) |
| 9 | <u>Item 5: MHS Chief Executives Report</u> Chief Executive to circulate a paper in response to points raised by the Chair and Deputy Chair's report of their visit to BCMS in May intersessionally in August. | Chief Executive | This is now included as an information paper with the November Board Meeting | | Completed |
| 13 | <u>Item 5: MHS Chief Executives Report</u> The Chief Executive undertook to keep Board members informed of the position on SLAs | Chief Executive | Will be covered by the MHS Chief Executive at the November meeting. | | To be completed at 3 November meeting |

MHS BOARD PAPER

AGENDA ITEM 03 November 2005

November 2005

| Para No | Action | Responsibility | Progress Report | Target Date for completion | Status |
|---------|---|-----------------|---|----------------------------|---------------------|
| 22 | <u>Item 5 Chief Executive's Report – Plant Operator prosecutions</u> MHS Board to be informed if MHS services are withdrawn | Chief Executive | Services were withdrawn on 3 Aug 05. Board members were informed of this on 3 Aug 05. | | Completed |
| 25 | <u>Item 6: Stakeholder Event</u> Invitations should be sent by Fri 29 Jul 05, if possible | Secretariat | It was not possible to send invitations by 29 Jul 05. They were sent out from 5 Aug 05. | | Completed |
| 29 | <u>Item 7: MHS Prioritisation</u> The Board asked to be kept informed as MHS prioritisation of tasks is discussed with customers | Jane Downes | The group has only considered one issue relating to TB. The group was satisfied that the priority given was unchanged. | | Completed (ongoing) |
| 31 | <u>Item 8: Monitoring MHS Corporate Targets</u> Aim 2 indicator 2.2. clarify how debtor days are calculated and monitored for efficiencies | Kathryn Davies | Debtor days are calculated in line with standard accounting practice and are used to monitor the time it takes for debtors to meet their obligation to the MHS. Debtor days measures the time taken, on average, from the point of invoice to the point of payment. Invoices are issued monthly and payment is due on receipt. Any monies outstanding after 60 days are normally referred to solicitors for collection. Speedier information flows from plants as a result of IT development, should lead to reductions in this timetable. The debtor days figure for the MHS is calculated by dividing the outstanding debt for the last day of the month by the amount invoiced to industry in the previous 12 months and then multiplying the resulting figure by 365. At whichever point the figure is calculated the amount invoiced to industry over the previous 12 months would be used, e.g. to calculate debtor days for 30 September 2005 the figure would be the amount invoiced to industry between 1 October 2004 and 30 September 2005. | | Completed |

MHS BOARD PAPER

**AGENDA ITEM
03 November 2005**

November 2005

| Para No | Action | Responsibility | Progress Report | Target Date for completion | Status |
|---------|---|----------------|---|----------------------------|---------------------|
| 31 | <u>Item 8: Monitoring MHS Corporate Targets</u> Presentational improvements identified for future Board meetings | Kevin Goddard | Presentational improvements have been made. Further improvements will be made to refine presentation of report. | | Completed (Ongoing) |