

ANGUSalive

NOTE of MEETING of the Board of Directors of ANGUSalive held at 2.00pm at Forfar Community Campus on Friday 7 December 2018.

Present:

Name		Title	Initial
Kenneth Fraser		Independent Director - Chairperson	KF
Hannah Whaley		Independent Director - Vice Chairperson	HW
Kirsty Hunter		Chief Executive	KH
Gordon Cargill		Service Leader (Governance & Change)	GC
Charlie Cameron		Independent Director	CC
Fiona Dakers		Senior Manager Libraries Customer and Culture	FD
Lynne Devine		Council Director	LD
Bill Duff		Council Director	WD
Claire Gardiner		Senior Manager, Public Sector Audit, Scott Moncrieff	CG
Lesley Hadden		Executive Management Team Personal Assistant	LH
Colin Knight		Senior Manager Sport and Leisure	CK
Kevin Lumsden		Angus Council Finance Manager	KL
Ken McKay		Independent Director	KM
Alan Rae		Independent Director	AR
Iain Stevens		Senior Manager Business Management and Development	IS
Apologies			
Richard Moore		Council Director	RM
Lisa Dallas		Company Secretary	LD
Did not attend:			
Colin Brown		Council Director	CB

Item No	Note
1.	<p>Welcome & Apologies</p> <p>KF welcomed everyone to the meeting including new Board members CC, AR, LD. Introductions were made around the table.</p> <p>Apologies: Lisa Dallas, Cllr Richard Moore</p> <p>Did not attend: Cllr Colin Brown</p>
2.	<p>Declarations of Interest</p> <p>Directors were asked to consider whether they had any declarations of interest in relation to any item on the agenda for the meeting. No declarations were made.</p>
3.	<p>Minutes of Meeting on Friday 29 June 2018</p> <p>The Directors approved the minutes of the above meeting.</p> <p>WD highlighted an amendment was required to initials in point 12. LH to amend and re-issue.</p> <p>Proposed as accurate by WD and seconded by HW</p>
4.	<p>Matters arising from the Minute of Meeting on Friday 29 June 2018</p> <p>NDR</p> <p>KH advised Mr Mackay announced that properties being run by Council ALEOs in receipt of relief at the fixed point of 28 November 2017, would be able to retain the relief in full. However, to address the concerns of the continuing expansion of the ALEO approach, further relief benefit would be offset to councils to mitigate against future ALEO expansion. The decision to move away from the Barclay recommendation also benefits councils that have adopted the ALEO delivery model over those that didn't.</p> <p>KH advised Glen Doll Ranger Station was not being awarded charitable relief. Angus Council only became aware of the property's eligibility for Charitable relief after receiving the request to carry out the baseline exercise. Therefore it</p>

	<p>is not an existing commitment of Charitable relief to an ALEO property. It will not be included in the baseline figures.</p> <p>William Lamb Studio was granted Charitable relief after the fixed point and was not an existing commitment. It will not be included in the baseline figures.</p> <p>Inglis Memorial Hall was never in receipt of Charitable relief. The property was being awarded Rural relief and consequently is not an existing commitment of Charitable relief to an ALEO property. It will not be included in the baseline figures.</p> <p>ANGUS Heritage Research Centre FD provided a high level overview of progress to date on the ARHC development. Accelerator Grant?? KF requested FD provide a briefing report at the next Board meeting in February.</p> <p>Critical Pathway KF requested the critical pathway for the organisational review is presented to the Board at the Development session on Friday 18 January 2019.</p>
<p>5.</p>	<p>Chief Executive Update</p> <ul style="list-style-type: none"> • Montrose Library Montrose Library reopened on 8 September 2018 following a £1 million refurbishment turning it into a flexible community space that includes bright and fun children's library, the new Esk Pod that can be booked for small meetings, group study or client meetings and the upstairs Rose Room that is digitally enabled and offers an accessible space for community, professional and commercial exhibitions, large group activities, meetings or private functions such as weddings, parties and celebrations. To date 172 new members have joined and 491 have re-registered. • Amazon Smile Amazon Smile is now set up, any relevant information will presented to future Finance & Audit Sub Committee and cascaded to press and employees if required. • ANGUSalive Meffan Winter Show 2018 ANGUSalive Museums & Galleries team were delighted to see artists of all levels, both professional and amateur, from all over Scotland enter their art work into the ANGUSalive Meffan Winter Show 2018. Each of these artists have the opportunity to showcase their work at the prestigious ANGUSalive Meffan Museum &

	<p>Art Gallery as well as the chance for their work to become part of the Angus Fine Art Collection.</p> <p>All work in the ANGUSalive Meffan Winter Show will be for sale and any pieces purchased as Christmas gifts may be collected on Saturday 22nd December before the closure of the exhibition.</p> <ul style="list-style-type: none"> • Legend – Website A workshop was recently held to generate ideas for the new ANGUSalive website • Legend – Online bookings Number of challenges with Angus Council IT & Legend have been faced with regards Pen Testing. Target date for online launch is 1 February 2019. • Arbroath Signal Tower The Signal Tower development is progressing well. Target date for launch is late summer 2019. • SportScotland There was a very positive outcome from the Partnership meeting. SportScotland is particularly impressed with the links with Active Schools and Sports Development. 4yr partnership deal has been agreed. Further meeting to be scheduled in early 2019. • Gender Pay Gap KH highlighted challenges with reporting of 2017 figures and advised the snap shot of 2018 had been requested however figures had not yet been provided. CG to investigate with AC. • Hospitalfield KH provided an overview of new joint initiative with ANGUSalive, Hospitalfield, Creative Scotland and Angus Council. A 3yr programme has been agreed which will help deliver festivals.
<p>6.</p>	<p>22_18_Annual Accounts & Directors Report</p> <p>KH advised Scott Moncrieff were commissioned to prepare the statutory accounting statements and associated notes to ensure that the resulting documents are fully compliant with the necessary legislation and regulations.</p> <p>KH also provided a high level overview on challenges experienced throughout the external audit process and the collation of information for the annual accounts and noted the impact of the delays and issues resulted in a significant</p>

	<p>rise in budgeted time.</p> <p>CG provided a high level overview and advised ANGUSalive can be seen to have performed well financially over the operating period.</p> <p>KL advised the Finance Support section had supplied information requested by Scott Moncrieff as well as facilitating on-site reviews of information. KL confirmed the process continues to be a significant learning experience for the Finance Support section and sub teams within Angus Council, Significant improvements have been made from previous audits. The complex nature of providing information to the external auditor in a timely fashion has continued to prove very challenging.</p> <p>KL highlighted the approach of Scott Moncrieff in this regard was however welcomed and confirmed the on-site team were at all times approachable and willing to work with Finance and ANGUSalive to find solutions where problem areas were identified. A commitment has been given by all involved to continue to work together to ensure future accounts and audit processes run more smoothly and are completed earlier in the year.</p> <p>The Board considered and reviewed the annual report and accounts, the audit management report and findings, and reviewed the letters of representation and cover letters.</p> <p>The Board approved the accounts for signature and thereafter submission to Companies House (charity and trading) and the Office of the Scottish Charity Regulator (OSCR) for the charity only.</p>
<p>7.</p>	<p>Finance & Audit Sub Committee Information Report</p> <p>The Board noted the content of the information report.</p> <p>It was agreed future reporting on the Finance and Audit Sub Committee would be done by exception and the information report would include the minute only.</p>
<p>8.</p>	<p>23_18_Risk Guidance & Strategy</p> <p>The Board noted the changes to the Risk Management Strategy and approved the updated risk management guidance process.</p>
<p>9.</p>	<p>24_18_Risk Register Overview</p> <p>The Board noted the content of the report.</p>

<p>10.</p>	<p>25_18_Advertising, Sponsorship & Contra Policy</p> <p>The Board approved the ANGUSalive Advertising, Sponsorship & Contra Policy and noted that a standard template will be developed for each agreement type.</p>
<p>11.</p>	<p>26_18_Dealing with Unacceptable Customer Behaviour and Dealing with Unacceptable Actions by Complainants</p> <p>The Board approved the ANGUSalive procedure for Dealing with Unacceptable Actions by Complainants and the ANGUSalive procedure for Dealing with Unacceptable Customer Behaviour</p>
<p>12.</p>	<p>Policies and Corporate Documents</p> <p>The Board noted the following policy branding updates:</p> <ul style="list-style-type: none"> • Conditions of Service • Time off for Trade Union Duties <p>The Board approved the following policy amendments and branding updates:</p> <ul style="list-style-type: none"> • Period of notice • Smoking at work • Working arrangement allowances • Leave • Paternity
<p>13.</p>	<p>2019 Meeting Schedule</p> <p>The Board noted and approved the Schedule for 2019.</p> <p>The trading subsidiary meetings are to be held at 9.30am prior to the full Board Meeting. LH to amend table and issue.</p>
<p>13.</p>	<p>Any other competent business</p> <p>NA</p>
<p>14.</p>	<p>Date of Next Meeting</p> <p>Friday 22 February 2019</p>

15.	Confidential Matters & Directors De-brief
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