

ANGUSalive

NOTE of MEETING of the Board of Directors of ANGUSalive held at 4.00pm on Wednesday 08 March 2017 at Kirriemuir Town Hall, Reform Street, Kirriemuir, Angus

**Present:**

<b>Name</b>	<b>Title</b>	<b>Initial</b>
Councillor Jeanette Gaul	Council Director (Chairperson)	JG
Councillor Bill Duff	Council Director	BD
Councillor Colin Brown	Council Director	CB
Kenneth Fraser	Independent Director (Vice Chairperson)	KF
Sandra Ross	Independent Director	SR
Ken McKay	Independent Director	KM
Hannah Whaley	Independent Director	HW
David Moore	Independent Director	DM
Kirsty Hunter	Chief Executive	KH
Sheona Hunter	Company Secretary	SH
Colin Knight	Senior Manager Sport and Leisure	CK
Iain Stevens	Senior Manager Business Management and Development	IS
Fiona Dakers	Senior Manager Libraries Customer and Culture	FD
Kevin Lumsden	Angus Council Finance Manager	KL
Lesley Hadden	Executive Management Team Personal Assistant	LH
Allan Munn	Internal Auditor	AM
Cathie Wylie	Internal Auditor	CW
<b>Apologies:</b>		
Stewart Ball	Angus Council Client Representative	SB
Ian Lorimer	Head of Corporate Improvement & Finance	IL
Councillor Paul Valentine	Council Director	PV

Councillor Jeanette Gaul in the Chair.

**ACTION NOTE/PLAN**

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1.	<p><b>Welcome &amp; Apologies</b></p> <p>JG welcomed everyone to the meeting.</p> <p>Apologies were received from Cllr Paul Valentine, Stewart Ball, Ian Lorimer</p>
2.	<p><b>Declarations of Interest</b></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.</p> <p>A non-financial declaration of interest was made by Cllr Jeanette Gaul for Report 19_17</p>
3.	<p><b>Minutes of Meeting on Thursday 12 January 2017</b></p> <p>The Directors approved the minutes of the above meeting.</p> <p>Proposed as an accurate reflection of the meeting by KF and seconded by CB.</p>
4.	<p><b>Matters arising from the Minute of Meeting on Thursday 12 January 2017</b></p> <p>KF requested a verbal update on progress of the Annual Plan &amp; Strategy.</p> <p>KH advised she had met with JG &amp; KF and has consulted with external partners to progress. IS confirmed engagement with Business Gateway and Scottish Enterprise had commenced.</p> <p>JG requested a verbal update on progress of the Sub Committee Report 10_17</p>

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	<p>KH advised as agreed at the Board meeting on 12 January 2017, approval was granted offline to establish a Finance sub-committee. Certain functions of the full Board would be delegated to the sub-committee to allow it to perform a more comprehensive review of finance matters in order to make recommendations to the full Board which would continue to make all of the key decisions.</p> <p>Finance Sub Committee members were agreed as David Moore, Hannah Whaley, Sandra Ross and Cllr Bill Duff.</p>
<p>5.</p>	<p><b>Chief Executive Update</b></p> <p>Board members were invited to view the Brechin Community Campus Giant Heptathlon Athletics Masterclass Video.</p> <p><b>Sporta Update – Wednesday 18 January 2017</b>                      Alasdair McKinlay, Head of the Community Planning and Empowerment Unit at Scottish Government, provided an overview of Community Asset Transfer policy and the participatory budgeting implications to Trusts.</p> <p><b>Sporta Scotland Executive Group Update – Tuesday 31 January 2017</b>                      KH informed the Board she had accepted an invite by Sporta Scotland to sit on the Executive Group.</p> <p><b>Freedom Of Information Event – Friday 17 February 2017</b>                      IS &amp; Carol Petrie (CP), Principal Officer, Business Management and Development attended a freedom of information (FOI) “Roadshow”, organised and hosted by the Information Commissioner.</p> <p><b>Charities and Third Sector Briefing - Friday 24<sup>th</sup> February 2017</b>                      IS &amp; CP attend the event in Glasgow which included guest speakers Judith Turbyne – Head of Engagement with the Office of the Scottish Charity Regulator (OSCR) and Alison Elliot, Chair of the new Independent Standards and Adjudications Panel for Fundraising in Scotland.</p> <p>Key topics covered at the event were Data Protection: What are the challenges of data compliance in the charities sector, an introduction to the new Independent Standards and Adjudications Panel for Fundraising in Scotland and an overview of key sector developments, focussing on OSCR / regulatory, fundraising standards and financial considerations for the charity sector, as well as governance, pension and trading &amp; tax.</p>

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	<p><b>St Margarets House 2017</b></p> <p>ANGUSalive Head Office moved from The Yard to St Margaret’s House at Orchardbank Business Park on Wednesday 01 March 2017</p> <p>The move went smoothly as a result of thorough preparations. Staff are fully operational in the new location which provides open plan workspace and meeting rooms for the team in a much improved environment more conducive to collaborative working.</p> <p><b>Leisure &amp; Culture Dundee</b></p> <p>KH advised an initial meeting with Leisure and Culture Dundee had taken place.</p>
6.	<p><b>Internal Audit Plan – Consultation</b></p> <p>AM informed the Board of his retiral and thanked everyone for their contributions.</p> <p>AM introduced Cathie Wylie (CW) who will be taking over the role of internal auditor for ANGUSalive</p> <p>AM advised he had met with KH &amp; IS to discuss audit planning process for ANGUSalive in order to develop the annual internal audit plan for 2017/18. Several areas were discussed with the three agreed recommendations presented to the Board.</p> <p>The Board approved the three (3) recommended areas as Customer and Facility Management System, Information Governance and Expenditure Governance.</p>
7.	<p><b>ANGUSalive Budget Settlement 2017/18</b></p> <p>The Board noted the contents of Angus Council Report 57/17 which was approved as part of Angus Council’s 2017/18 revenue and capital budget setting process.</p> <p>This report outlined the proposed 2017/18 budget settlement between Angus Council and ANGUSalive.</p>

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	<p>KF stated the budget agreement for ANGUSalive was considered to be reasonable given the current financial climate however wanted it to be abundantly clear there will be challenging time ahead to deliver services and budget cuts of this magnitude will not be able to be sustained year on year.</p> <p>The Board requested an update from IL on the outcome of discussions with OSCR to agree the reserves position.</p> <p>The Board requested the Capital Plan for the next 5 years is shared with them for their information.</p>
<p>8.</p>	<p><b>14_17 Finance Update</b></p> <p>The Board noted the content of Report 14_17</p> <p>KL provided the Board with a verbal update. Testing has been undertaken by both Capita and separately by the Council Finance Systems Team since the Board Report was prepared and testing had been successful and confirmed the “go live” date for new Merchant ID numbers was 07 March.</p> <p>KL highlighted at the previous Board meeting, the external auditor advised a “nil” payment on Corporation Tax were made for both ANGUSalive companies on 01 December 2016, however the associated tax returns are due for submission to HMRC by 31 March 2017.</p> <p>KL advised the Corporate Tax Return for the Trading company has been received for review and authorisation. KL confirmed it was for a nil value and request BD sign this off at the end of the meeting. The Board agreed to this approach.</p> <p>Work is currently progressing on the Charity Company return. This will include analysing performances at the Webster Theatre which may qualify for Theatre tax reliefs. KH provided background information on Theatre Tax Relief for performances ANGUSalive produce.</p> <p>KL further advised the Corporate Tax Return for the Charity would need to be signed prior to the next Board meeting as it has to be submitted before 31 March 2017. The Board agreed the Chairperson will authorise.</p> <p>The Board noted the value and number of debts outstanding has reduced considerably from the levels reported to the previous Board meeting.</p> <p>The Board further noted the debt outstanding had reduced with the number of invoices outstanding reducing by 82</p>

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	<p>and very little of the debt outstanding was now due by Angus Council.</p> <p>KL informed the Board that Angus Council's Debt Recovery Process has been applied to ANGUSalive outstanding debt from 01/04/2016 to 31/12/2016 and from 01 April 2017 ANGUSalive will be requesting full payment for commercial hire and 50% deposit for community hire to be made in advance of the date of hire. This will reduce the amount of outstanding debt, reduce the administration costs involved in raising invoices and the resources involved in debt recovery for outstanding invoices.</p> <p>KM requested confirmation of the cancellation policy for community bookings at the next meeting.</p> <p>The Board noted the decrease in the net surplus position as reported at the previous Board meeting. It was noted bACTIVE membership in particular has fallen over the period October 2016 to December 2016 and an increase in projected staff costs on the Facilities side due to a one off payment of historic staff costs.</p>
<p><b>9.</b></p>	<p><b>15_17 Council Annual Performance Review</b></p> <p>The Board noted the information contained within report 15_17 will be presented to Angus Council within an annual performance report.</p> <p>The Board further noted in future years the intention is to take this performance information to Angus Council on an annual basis after the Annual Report has been filed with Companies House and OSCR. Annual comparison statistics will also be supplied in future years.</p>
<p><b>10.</b></p>	<p><b>16_17 Forfar Community Campus – Preview Weekend</b></p> <p>The Board noted the content of Report 16_17 regarding the operational preparation of Forfar Community Campus and the Preview Weekend held on Saturday 18 - Sunday 19 February 2017.</p> <p>CK provided a verbal update to confirm a total of 110 memberships were sold over the course of the Preview Weekend on Saturday 18 &amp; Sunday 19 February. A further 163 memberships sold between Monday 20 February and Tuesday 28 February resulting in a total of 273 membership sales.</p> <p>IS highlighted bACTIVE memberships are now at the highest level since commencement of the scheme with a total of 9461 members. The Board commented it was an excellent result for all of the team involved and testament to</p>

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	<p>their hard work.</p> <p>CK extended a thank you to Mark Nisbet and his team who worked extremely hard over this period to ensure the building was ready for the Preview Weekend and the start of operations in the new facility.</p>
<p><b>11.</b></p>	<p><b>17_17 Sport &amp; Physical Activity Framework for Angus</b></p> <p>The Board noted the content of the report regarding the proposed development of a Sport and Physical Activity Framework for Angus.</p> <p>The Board approved the proposal and timescale recommended by sportscotland and other supporting partners.</p>
<p><b>12.</b></p>	<p><b>18_17 Pricing Policy and Historical Trend of Charging</b></p> <p>The Board noted Report 18_17 on the review of charges for 2017/18 was submitted to Angus Council's Budget Setting Meeting on 16 February 2017 where it was noted and agreed.</p> <p>The Board further noted the review of the pricing policy and the historical income trend analysis</p> <p>The Board approved the finalised pricing policy.</p>
<p><b>13.</b></p>	<p><b>19_17 Libraries and ACCESS Integration Capital Project</b></p> <p>The Board noted the content of Report 19_17 regarding the Libraries and ACCESS integration capital project.</p> <p>FD advised Angus Council had approved an accelerated timeline of capital works as these are a key dependency for the development of the locality hub and democratic function implementation as part of the Agile Working and Estates Review. The Board noted Angus Council is funding the Libraries and ACCESS Integration Capital Project and have approved the early release of required capital.</p> <p>FD highlighted Angus Council had given the go ahead to proceed with the transfer of ACCESS provision in Brechin, Kirriemuir, Monifieth to a single site delivery to provide an enhanced ACCESS service.</p>

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14.	<p><b>20_17 Exempt</b></p> <p>The Board noted the content of Exempt Report 20_17</p>
15.	<p><b>21_17 Redeployment</b></p> <p>The Board noted the ANGUSalive Redeployment Policy and approved the proposed amendment to the ANGUSalive redeployment arrangements with Angus Council.</p> <p>The Board further approved officers to liaise with Angus Council to implement the changes to the ANGUSalive redeployment arrangements with Angus Council. These arrangements are now in place with immediate effect.</p> <p>KH advised the ANGUSalive Redeployment policy would be presented at the next Consultative and Safety meeting with the Unions scheduled for 30 March 2017.</p>
16.	<p><b>22_17 Customer and Facility Management System Procurement</b></p> <p>IS informed the Board that ANGUSalive are currently operating a leisure management system in all sports centres and a point of sale in The Webster Memorial Theatre. The contract with the current supplier expires on 31 October 2017 and ANGUSalive are therefore required to make a decision on future service provision.</p> <p>IS advised systems are required to facilitate the efficient and effective delivery of services by streamlining business processes and providing improved customer service including the shift to self-service and 24/7 online services.</p> <p>IS outlined two options and recommended option two to the Board. The Board approved the request to procure an appropriate system capable of servicing as many Business requirements as possible in order to achieve best value.</p> <p>The Board requested internal audit are provided with the tender specification to ensure there are no omissions from the business requirements with regards to compliance and legislation.</p> <p>IS further advised development costs and on-going software support costs were estimated to be approximately £50,000 p.a. across a five year period for the installation and operation of an ANGUSalive Customer and Facility Management system.</p> <p>The Board noted the financial and resource implications.</p>

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	<p>The Board granted approval for the Senior Manager, Business Management and Development to advertise through a tender for an ANGUSalive Customer and Facility Management system and to carry out an evaluation of the tenders received.</p> <p>The Board also granted approval for the Chief Executive to award the contract to the preferred supplier up to a maximum average value of £50,000 p.a. following evaluation of tenders to determine the system supplier. KH highlighted £50,000 is the value up to which the Chief Executive has the authority to sign off within the scheme of delegation, therefore if the contract exceeds an average of £50,000 p.a over the contract duration the Board requested the decision is presented at a Board meeting for approval.</p>
17.	<p><b>Policy Conversion</b></p> <p>Re-deployment policy was approved under item 15 on the agenda.</p> <p>The Board noted the Media Protocol.</p>
18.	<p><b>Any other competent business</b></p> <ul style="list-style-type: none"> <li>• Fri 24 Mar 2017 at 2pm - Dementia Memory Box Project Launch, Kirriemuir Library. JG and SR advised they could attend.</li> <li>• Thu 06 Apr at 2pm - Lens Room Reopening, Arbroath Signal Tower JG, KF and KM advised they could attend</li> <li>• Meeting Schedule has been amended to reflect changes to the meeting locations due to the decant of Montrose Library in September 2017.</li> <li>• Angus Council Chief Executive extended a requested to attend the next ANGUSalive Board Meeting on Wednesday 27 April 2017. The Board agreed this request.</li> <li>• The board agreed at its next meeting on Thursday 27 April a report on an Organisational Review is to be presented.</li> </ul>

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16.	<b>Date of Next Meeting</b>  Thursday 27 April 2017 9.30-11.30am  Webster Memorial Theatre, Arbroath