

ANGUSalive

NOTE of MEETING of the **ANGUSalive BOARD** held at Webster Memorial Theatre, Arbroath, DD11 1AW at 9.30am

Present:

| Name | Title | Initial |
|---------------------------|--|----------------|
| Councillor Jeanette Gaul | Council Director (Chairperson) | JG |
| Councillor Bill Duff | Council Director | BD |
| Kenneth Fraser | Independent Director (Vice Chairperson) | KF |
| Hannah Whaley | Independent Director | HW |
| David Moore | Independent Director | DM |
| Kirsty Hunter | Chief Executive | KH |
| 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 |
| Ian Lorimer | Head of Corporate Improvement & Finance | IL |
| Kevin Lumsden | Angus Council Finance Manager | KL |
| Lesley Hadden | Executive Management Team Personal Assistant | LH |
| Sheona Hunter | Company Secretary | SH |
| Stewart Ball | Angus Council Client Representative | SB |
| Allan Munn | Internal Audit Manager | AM |
| Cathie Wyllie | Henderson Loggie | CW |
| Apologies: | | |
| Ken McKay | Independent Director | KM |
| Councillor Paul Valentine | Council Director | PV |
| Councillor Colin Brown | Council Director | CB |

Councillor Jeanette Gaul in the Chair.

ACTION NOTE/PLAN

| Item No | Action | Timescale | Officer Responsible |
|---------|---|-----------|---------------------|
| 1. | <p>Welcome & Apologies</p> <p>JG advised the nominations committee for recruitment of an Independent Director had appointed Mr David Moore to the Board.</p> <p>JG and other members of the Board welcomed Mr Moore to the meeting and introductions were made.</p> <p>Apologies were received from Ken McKay and Cllr Paul Valentine.</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.</p> <p>No declarations were made.</p> | | |
| 3. | <p>Minutes of Meeting on Wednesday 20 July 2016</p> <p>The Directors approved the minutes of the above meeting.</p> <p>Proposed as an accurate reflection of the meeting by HW and seconded by BD.</p> | | |
| 4. | <p>Matters arising from Minute of Meeting on Wednesday 20 July 2016</p> <p>Organisational Development/HR</p> <p>Agreement was reached that a Board Development day is to be scheduled.</p> | | |

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| | <p>Sport Aberdeen Visit</p> <p>JG asked if dates had been arranged for a visit to Sport Aberdeen and Leisure and Culture Dundee. KH advised Sport Aberdeen date was still to be confirmed and there has been no contact with Leisure and Culture Dundee. JG requested at least one visit arranged prior to the November meeting.</p> <p>Board Meeting Schedule 2017</p> <p>Agreed as presented at the 20 July Board meeting following consultation with Board Members.</p> | | |
| 5. | <p>40_16 INTERNAL AUDIT ANNUAL PLAN PROGRESS REPORT</p> <p>AM presented Report 40_16</p> <p>The Board noted progress in the completion of ANGUSalive's annual internal audit plan and the outcome of the financial health-check.</p> <p>The Board further noted and agreed the proposed re-scheduled reporting dates.</p> <p>AM highlighted the (4) recommendations within the report and advised that the recommendations had been accepted by management and should be implemented by December 2016. There were discussions on the recommendations from Board members at the meeting.</p> | | |
| 5. | <p>41_16 FINANCE UPDATE</p> <p>KH advised preparation of the 2015/16 Annual Accounts had been affected by a number of issues which has resulted in the accounts not being available for the September Board.</p> <p>IL presented Report 41_16</p> | | |

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| | <p>Issues with coding resulted in a number of the bACTIVE DD collection being rejected. IL advised various issues had been worked on over the course of August and September and it was expected that the DD collection run for the start of October would be successful.</p> <p>The Board noted the position of the 2015/16 Annual Accounts and the corrective action underway. IL advised ANGUSalive will still be in a position to submit its Accounts within the timescales prescribed by legislation.</p> <p>Discussion on projected outturn against budget position for ANGUSalive as a whole (i.e. combined Charity / Trading), based on actual income received / expenditure incurred up to 30 June 2016.</p> <p>A verbal update was provided by FD on the financial performance within Libraries, Customer and Culture.</p> <p>The board expressed concerns with respect to staff costs presented and the robust nature of the staff model currently in place. The board requested the staffing model be examined in order to evaluate the suitability of the present model and report back to the board.</p> <p>CW provided an update on the progress of the External Audit Report and advised the Report will be presented to the ANGUSalive Board at the November 2016 meeting.</p> <p>Work to finalise the annual audited accounts is continuing.</p> <p>SH left the room.</p> <p>Finance Sub Committee</p> <p>KF, HW, IL,KH,IS,CW,AM and a representative from Angus Council Governance Unit to review the remit and arrangements for Finance and Governance Sub Committee. A</p> | | |

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| | proposal will be presented at the November 2106 Board Meeting. | | |
| 6. | <p>42_16 SAFETY, HEALTH AND WELLBEING MANAGEMENT FRAMEWORK</p> <p>The Board approved the ANGUSalive Safety, Health and Wellbeing Management Framework.</p> <p>The Board noted the associated training provided to date supports the implementation of the ANGUSalive Health & Safety Vision and Business Unit Management Framework and Operational Arrangements will be updated.</p> | | |
| 7. | <p>43_16 SAFETY, HEALTH AND WELLBEING PERFORMANCE</p> <p>The Board noted the performance figures contained within the report for 2016/17 Quarter one.</p> | | |
| 8. | <p>44_16 ABSENCE REPORT QUARTER ONE – 01 APRIL -30 JUNE 2016</p> <p>The Board noted the performance figures contained within the report for 2016/17 Quarter one.</p> <p>Board requested changes to the format of the report to meet their requirements for monitoring.</p> | | |
| 9. | <p>45_16 RISK REGISTERS</p> <p>The Board considered the risk and management actions contained within the corporate risk register.</p> <p>The Board noted the risk management status report for the Corporate Risk Register will be submitted for review on a quarterly basis, commencing November 2016.</p> | | |

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| | <p>IS advised all risks included within the Sport and Leisure and Libraries, Customer and Culture Business Unit Risk Registers were contained in Appendices B and C.</p> <p>The Board also noted the ANGUSalive Strategic Plan requires developed as a matter of priority.</p> <p>The board noted the progress with respect to ANGUSalive’s Risk Register and considered further work is required in order to capture strategic risks as well as annual objectives and associated risk control measures.</p> <p>Board agreed KF proposal to a number of additional risks to be added to the risk register.</p> <ul style="list-style-type: none"> • IT Infrastructure • Service Level Agreements • Finance • Customer Service • Performance Reporting • Governance • Annual Plan • Organisational Structure • Annual Audit Progress • Organisational Culture • Business Continuity <p>IS was asked to speak to the Corporate Governance Team for assistance with the Risk Register.</p> | | |
| 10. | <p>46_16 ACCREDITATION SCHEME FOR MUSEUMS AND GALLERIES</p> <p>The Board approved the content of ANGUSalive Museums & Galleries Collections Development Policy, ANGUSalive Museums & Galleries Care and Conservation Policy and ANGUSalive Museums & Galleries Forward Plan to secure ANGUSalive’s membership of the Accreditation Scheme for Museums and Galleries administered in</p> | | |

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| | <p>Scotland by Museums & Galleries Scotland</p> <p>Membership of the Accreditation scheme does not place additional financial burden on ANGUSalive and provides opportunities to apply for external funding which would otherwise not be available to the Museums & Galleries.</p> | | |
| 11. | <p>47_16 CHRISTMAS 2016 AND NEW YEAR 2017 OPENING HOURS</p> <p>The Board approved the proposed Christmas 2016 and New Year 2017 opening hours for facilities across ANGUSalive and noted where possible opening hours have been standardised.</p> | | |
| 12. | <p>48_16 SPECIAL OLYMPICS GREAT BRITAIN - NATIONAL SUMMER GAMES 2017</p> <p>The Board approved the participation of ANGUSalive employees at the Special Olympics Great Britain National Summer Games in Sheffield.</p> <p>The Board further approved four (4) ANGUSalive employees are to receive one week's paid leave to attend the games.</p> <p>CK advised ANGUSalive employees are volunteers representing Tayside Special Olympics at the event.</p> <p>CK confirmed paid leave for ANGUSalive employees is contained within current budget.</p> <p>Special Olympics Tayside will fund travel costs, accommodation, meals and team kit for their coaches.</p> | | |
| 13. | <p>49_16 HOLIDAY ACTIVITIES SUMMER PROGRAMME 2016</p> <p>The Board noted overall attendance figures for the Holiday Activities Summer Programme 2016.</p> <p>CK confirmed financial reports will be presented to the Board at the November 2016 meeting.</p> | | |

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| | KF requested an annual report for Holiday Activity Programmes operated during Easter, Summer and October 2016 is provided. | | |
| 14. | <p>50_16 FOOD TO GO CAFÉ OPPORTUNITY FORFAR COMMUNITY CAMPUS</p> <p>The Board noted arrangements required to procure a supplier for the Food to Go café area at Forfar Community Campus.</p> <p>The contract will be for a period of three (3) years, with the option to extend for a further two (2) years subject to the agreement by both parties.</p> <p>IS/CK to provided Forfar Community Campus update to the November Board Meeting.</p> | | |
| 15. | <p>51_16 RENEWAL AND REPAIR FUND</p> <p>JG asked the Board to consider a request from KH for Report 51_16 as an additional report to the agenda.</p> <p>The Board unanimously agreed the report could be included.</p> <p>The Board approved the proposed use of the Recreation Renewal and Repair (R&R) Fund in the current and future years.</p> | | |
| 16. | <p>Any other competent business</p> <p>Finance Sub Committee</p> <p>Discussed previously under Item 41_16 Finance Update</p> <p>Arbroath Bowling Hub</p> <p>Ken McKay update postponed to the November 2016 Board Meeting.</p> <p>Trading Subsidiary – Director to be appointed</p> <p>Formal resolution for the appointment of David Moore to the Board of Angus CLT</p> | | |

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| | <p>Trading to be drafted. To be presented at the November Board meeting for approval.</p> <p>Board meetings – Agree material to be published</p> <p>Board requested Marketing to review what should be published.</p> <p>Board Member Attendance - Meffan Christmas Exhibition & Dragon Matrix Press Launch</p> <p>Meffan Christmas Exhibition Friday 02 December – DM to attend.</p> <p>Dragon Matrix Press Launch – Tuesday 04 October – HW to attend.</p> <p>Nominations Committee – Recruitment update</p> <p>JG provided an update from the Nominations Committee to the Board members present on the recruitment of an Independent Director. Interview date is 20 September 2016 at 9am in the Canmore Room.</p> <p>JG extended thanks to SMT for their cost saving suggestions for advertising the Independent Director post.</p> <p>Sporta Scotland – Chief Executive, Marketing and Finance</p> <p>KH provided overview of Sporta Scotland Chief Executive Officer event in Inverness.</p> <p>IS provided overview of Marketing Sub Group held in Cumbernauld and Finance Sub Group held in Hamilton.</p> <p>Board Members Bios & Photos for Website</p> <p>IS to provide Board Members with current information. Board members to review and provide update along with a suitable photograph.</p> | | |

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| 16. | <p>Date of Next Meeting</p> <p>Wednesday 09 November 4.00pm</p> <p>The Meffan Museum and Gallery, Forfar, DD8 1BB</p> | | |