

ANGUSalive

NOTE of MEETING of the Board of Directors of ANGUSalive held at 9.30am Webster Memorial Theatre, Arbroath

Present:

Name	Title	Initial
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
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
Cathie Wylie	Internal Auditor	CW
Ian Lorimer	Head of Corporate Improvement & Finance	IL
Apologies:		
Stewart Ball	Angus Council Client Representative	SB
Sheona Hunter	Company Secretary	SH
Councillor Paul Valentine	Council Director	PV

Councillor Jeanette Gaul in the Chair.

Item No	Note
1.	<p>Welcome & Apologies</p> <p>JG welcomed everyone to the meeting.</p> <p>Apologies were received from Cllr Valentine and Sheona Hunter, Stewart Ball</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 08 March 2017</p> <p>The Directors approved the minutes of the above meeting.</p> <p>Proposed as an accurate reflection of the meeting by KM and seconded by KF</p>
4.	<p>Matters arising from the Minute of Meeting on Wednesday 08 March 2017</p> <p>Sporta Scotland Executive Group. KH confirmed her appointment to the Sporta Executive Group would be for 2 years.</p> <p>Leisure and Culture Dundee KH & IS visited colleagues in Leisure and Culture Dundee to discuss a variety of topics.</p> <p>Angus Council Budget Settlement. IL advised the recommendation from the external auditors (Henderson Loggie) was to create a reserves policy as part of preparing the 2016/17 accounts which will then be submitted to OSCR for approval.</p>

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	<p>AC Chief Executive Due to personal circumstances Margo Williamson has given her apologies for today's meeting. An invite will be extended to the August meeting.</p> <p>Board Attendance at Event KH thanked JG for attending the Dementia Memory Box Launch in Kirriemuir and BD for attending the Lens Room Re-opening at Signal Tower.</p>
5.	<p><u>Chief Executive Update</u></p> <p><u>Angus Council</u> KH provided the Board with a brief overview of the new Structure within Angus Council. 3 Directorates have been condensed into 2 called Place, to be headed by Alan McKeown, and People, to be headed by Mark Armstrong. The new structure will be in effect from 17 April 2017 and fully operational from 01 June 2017. KH advised discussions are continuing with regard to ANGUSalive client role within the new structure and will confirm any decision taken by Angus Council at the next Board meeting.</p> <p><u>Forfar ACCESS office</u> Police Scotland attended Municipal Buildings, Castle Street, Forfar on Wednesday 27 April 2017 at 11.00am after reports of a suspicious package. Police Scotland, Scottish Fire and Rescue Service and Ambulance Service worked together to ensure the package was recovered safely. There was no immediate danger to staff or the public. Police Scotland ensured appropriate actions were being taken. The area around the building was only evacuated as a precaution. Angus Council resilience team provided support as part of the shared service agreement.</p> <p><u>SPORTA</u> Thursday 09 March 2017 Colin Mair from the Improvement Service presented a view on Future Development of ALEOs across Scotland. A case study about Management of School Estates was also reviewed to look at best practice.</p>

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	<p>Hamilton – Tuesday 25- Wednesday 26 April 2017</p> <p>Update from Stuart Harris of SportsScotland about budgets and priorities for 2017/18. It is positive there is increased engagement with Sporta Scotland to look at how they can work more effectively together.</p> <p>A presentation was given by Robertson Trust on the impact on “Sport for change” and discussion about the need for a common set of base data KPI’s across the industry was held.</p> <p><u>What’s on</u></p> <p>KH highlighted the “What’s On” guide is a new ANGUSalive’s initiative which will be produced on a 6 monthly basis. ANGUSalive have a packed programme of events and shows which highlights the diverse range of opportunities for our customers and visitors to Angus to enjoy in the months ahead.</p> <p>A hard copy of the guide to be issued to all Board Members at the close of the meeting.</p> <p><u>Consultative and Safety Meeting</u></p> <p>The results of the weekend working consultation have been issued to all sports centre employees prior to being presented to the unions at the Consultative and Safety Meeting. A good range of positive responses were received with the majority from leisure attendants. Unions were also advised of the budgetary challenges ahead for ANGUSalive.</p> <p><u>Leadership Update</u></p> <p>A Leadership update was held on 17 March 2016 at Brechin Community Campus for all employees with a leadership role in the organisation. These are being held on a six monthly basis as part of the Communications Framework. The items covered at the latest session included The Future - budget, resources, priorities, an update on what’s been done since the employee drop in sessions held in November 2016 and a number of the team provided updates on special project they had been leading.</p> <p><u>Galleries Unit Service review</u></p> <p>All unions were invited to attend meetings in accordance with the Managing Workforce Change process. The Service Review is now fully concluded. One person has taken ER/VR; two were matched into roles, one on appeal; one person was in a restricted recruitment pool for a position and one person where there was no match has applied for ER/VR.</p>

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	<p><u>SportScotland Physical Activity Framework</u> The wider leadership group is in the progress of being identified and invites to the first session in June will be issued shortly to provide sufficient notice.</p>
<p>6.</p>	<p>23_17 Internal Audit</p> <p>The Board noted progress in the completion of the ANGUSalive annual internal audit plans for 2016/17 and 2017/18 and further noted the outcome of the 2016/17 Governance audit.</p> <p>CW advised implementation of 2017/18 actions have been agreed following the finalisation of internal audit reports, including agreed completion dates, which are recorded in Covalent.</p> <p>The Board agreed the approximate timescale for the individual audits plans for the 2017-18 financial year as follows: Q2 - Review of procurement processes and expenditure Q3 – Information governance (GDPR readiness) Q4 - Customer and facility management system</p> <p>IL advised the current set of SLA’s are not fully detailed. KF requested a full review of the support service agreements with Angus Council is progressed as soon as possible to ensure there is a clear understanding of the current arrangements. JG advised copies of the current SLA’s can be provided to all Board members if required.</p> <p>ANGUSalive 16-03 Governance Audit Report</p> <p>CW provided overview on actions contained within the Governance Audit.</p> <ul style="list-style-type: none"> • It is recommended that ANGUSalive keep a central record of training provided to board members. • It is recommended that Angus Alive have a checklist in place for induction information for new board members and this is completed to confirm that all induction documents have been issued.

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	<ul style="list-style-type: none"> • It is recommended an annual self-assessment of the board is completed to inform the direction of board meetings and highlight any future training needs and that directors are given the opportunity to discuss the performance of the chair, vice-chair and any subgroups. • It is recommended that sufficient and appropriate Performance Indicators are put in place aligning to the strategic aims of Angus Alive. <p>KH advised these actions have commenced and the target dates for completion are achievable.</p>
<p>7.</p>	<p>24_17 Finance Update</p> <p>The Board noted the content contained within report 24_17.</p> <p>KL confirmed the Merchant ID process has now been fully successful and card payment income is now going direct to the ANGUSalive bank accounts. This item will therefore be removed from future Finance reports.</p> <p>The Board noted the process to progress the 2016/17 annual accounts has commenced. A preparation meeting with the external auditors (Henderson Loggie) was held on 17 March to plan the process for preparing and then auditing the statements of accounts.</p> <p>The Board further noted draft statements are intended to be complete by mid-June as they are required for consolidation to Angus Council's Group Accounts, with final audited statements likely to be available during October or early November.</p> <p>KL advised there is not a suitable Board meeting to consider the draft statements before these are required for the Angus Council's accounts, however it is intended some review of the drafts by the Board's Finance sub-committee be undertaken ahead of passing these to Angus Council.</p> <p>KL to issue the Board an extract of the Angus Council 5 year Capital Plan for items related to ANGUSalive as soon as possible.</p>

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8.	<p>Banking Update</p> <p>Credit Renewal Notice</p> <p>KL highlighted current credit facility arrangements with the Clydesdale Bank (mainly to allow processing of supplier and payroll payments via the BACS system) and advised that the bank require these to be formally renewed annually. The renewal for 2017/18 had only been received from the bank at the end of March, hence it was being considered at this meeting. KL advised that the credit facilities in place for 2016/17 had been more than sufficient, noting that there was therefore no need to consider changing these and requested approval for the Credit Facilities Renewal notice to be signed at the end of the meeting.</p> <p>BACS facilities</p> <p>KL advised BACS payment facilities can now be put in place for the ANGUSalive Trading Company and requested approval to have these signed at the end of the meeting by a Trading Board member.</p> <p>The Board unanimously agreed to both requests.</p>
9.	<p>25_17 Compliments & Complaints</p> <p>The Board noted the content contained within report 25_17</p>
10.	<p>26_17 ANGUSalive Sports Awards</p> <p>The Board noted the information contained within Report 26_17</p> <p>CK informed the Board many savings were achieved by using internal ANGUSalive services where possible. The addition of a clean, sharp and professional sponsorship package was attractive to many local companies. Reduced expenditure and increased income resulted in a near breakeven closing position.</p> <p>CK advised that in order to secure funding for the 2017 ANGUSalive Sports Awards development of a sponsorship package is under way and will be circulated towards the end of May 2017.</p>

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	<p>CK provided a verbal update on the results of the survey monkey questionnaire. 30 returns were received with a range of responses with 10% rating the event as poor through to 73% rating the event as excellent. All feedback will be taken into consideration. Arrangement for the 2017/18 awards ceremony will commence in May.</p> <p>The Board acknowledged it was really positive to see the movement in the figures and they were very supportive of the change to using in-house skills. They noted it was an exceptional professional event enjoyed by all.</p> <p>CK extended a thank you to the project team for the hard work in pulling together a very successful event.</p>
<p>11.</p>	<p>27_17 Montrose Basin Local Nature Reserve</p> <p>CK advised The Montrose Basin LNR Wildlife Reserve Management Plan runs from 2007-2017 and is now due for review. Clarity is required on the service ANGUSalive provide within Montrose Basin and whether involvement is required in future years.</p> <p>The Board approved the Senior Manager, Sport & Leisure to progress discussions with a number of key parties to review and clarify the current working arrangements within Montrose Basin over the next 3 months.</p> <p>The Board agreed the Senior Manager, Sport & Leisure return to the Board on Thursday 24 August 2017 to propose the extent of ANGUSalive involvement in the future Wildlife Reserve Management Plan.</p>
<p>12.</p>	<p>28_17 Safety Health & Wellbeing Performance</p> <p>The Board noted the content contained within report 28_17</p>
<p>13.</p>	<p>29_17 Sickness Absence Performance</p> <p>The Board noted the content contained within report 29_17</p> <p>SR recommended infection control procedures are reviewed to determine what is in place and if any improvements are required to reduce the spread coughs, cold, flu and stomach bug.</p>

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14.	<p>30_17 Exempt</p> <p>The Board noted and approved the content of Exempt Report 30_17</p>
15.	<p>Policy Conversion</p> <p>The Board noted the following policies:</p> <p>Drone Policy - V1</p> <p>Scheme of Delegation - V1.1</p> <p>Filing Jobs in a new Organisational Structure V1</p> <p>Matching and Restricted Recruitment - V1</p> <p>Managing Workforce Change - V1</p> <p>Managing Redundancy - V1</p>
16.	<p>Any other competent business</p> <p>Leadership Update – Thursday 19 October 2017 – Reid Hall Forfar</p> <p>KH suggested a Board member attends the next session and provided advance notice of the date. The Board agreed but deferred the decision on who will attend until the new Council Director join the meeting on 28 June 2017.</p> <p>Election of Office Bearers - Chairperson and Vice Chairperson</p> <p>JG thanked the Board for their continued support from Shadow Board through to the full ANGUSalive Board stressing the considerable journey everyone has taken and extended a special thanks to KF for his hard work and commitment as Vice Chairperson. JG wished the Board and the Senior Management team all the best for the future.</p> <p>JG advised legal and democratic services had confirmed it was acceptable for the current chairperson to seek nominations for the new chairperson, who should if at all possible be selected from the Independent Trustees.</p>

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	<p>JG requested nominations for the new Chair of the Board of ANGUSalive.</p> <p>HW nominated KF which was seconded by BD.</p> <p>KF as the new chairperson requested nominations for Vice Chairperson.</p> <p>JG nominated HW for vice chairperson which was seconded by KM.</p> <p>CB nominated KM for vice chairperson but KM declined the nomination.</p> <p>Agreed KF as Chairperson KF and HW as Vice-Chairperson.</p> <p>KF extended thanks to JG for her Leadership of the Shadow Board and ANGUSalive Board.</p> <p>KH highlighted advice received from Company Secretary, Sheona Hunter on the run up to the local election on 04 May 2017 as taken from ANGUSalive's Articles of Association.</p> <ol style="list-style-type: none"> 1. All council appointed trustees will cease to be members of the Board with effect from midnight on 3rd May 2017 (ie when they cease to be councillors) Article 8.4 2. The Council will not appoint any Council Trustees to the Board until its statutory meeting which is proposed to be held on 16th May 2017.
16.	<p>Date of Next Meeting</p> <p>Wednesday 28 June 2017, 4pm at Forfar Community Campus</p>