

ANGUS ALIVE

NOTE of MEETING of the **ANGUS ALIVE BOARD** held at Reid Hall, Castle Street, Forfar on Wednesday 27 January 2016 at 16.00

Present: Councillor Jeanette Gaul
Councillor Bill Duff
Councillor Colin Brown
Councillor David Fairweather
Kenneth Fraser Independent Director
Ken McKay Independent Director
Donald Archibald Independent Director
Iain Stevens, Senior Manager Business Management and Development
Colin Knight, Senior Manager Sport and Leisure
Fiona Dakers, Senior Manager Libraries Customer and Culture
Lesley Hadden PA Angus Alive
Kevin Lumsden, Finance Advisor
Stewart Ball, Client Support

Apologies: Robert Carroll, Hannah Whaley, Sheona Hunter

Councillor Gaul, in the Chair.

ACTION NOTE/PLAN

| Item No | Action | Timescale | Officer Responsible |
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| | Welcome & Introduction | | |
| 1. | Declarations of Interest Directors were asked to consider whether they have an interest to declare in relation to any item on the agenda for the meeting. No declarations were made | | |
| 2. | Minutes of Meeting on 25 November 2015 The Directors approved the minutes of the above meetings. | | |

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| | <p>Matters Arising</p> <p>Communications Strategy – KH provided overview of Comms Meeting</p> <p>PC & Email addresses for independent directors – IS provided overview – 20 day turn around, expected mid-February.</p> <p>Existing Performance Indicators to be provided</p> | <p>24 February 2016</p> <p>3 February 2016</p> | <p>Iain Stevens</p> <p>Iain Stevens</p> |
| 3. | <p>Overview of Team Structure</p> <p>Directors were asked to note and review the structure implemented in December 2015.</p> <p>KH provided overview on structure.</p> <p>Key Points:- Training Officer & Marketing Officer on contracts with end date</p> <p>Points raised: Line Management decision for Town Hall Facilities. To be looked at within the next financial year.</p> | | |
| 5. | <p>Board Meeting Schedule</p> <p>The Directors approved the Board Meeting Schedule for 2016</p> <p>Diary requests sent.</p> <p>Development of Annual Plan for board papers to compliment meeting schedules.</p> | <p>24 February 2016</p> | <p>Lesley Hadden</p> <p>Kirsty Hunter</p> |

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| 6. | <p>Finance Update and VAT update</p> <p>The Directors were asked to note Report No 05_16</p> <p>The paper provided the Angus Alive Board with an update on the status of the revenue budget position for Angus Alive and presented a draft version of the proposed revenue monitoring information for the Board. The paper presented an update on other financial aspects, such as the work to integrate Angus Council's financial systems with the Angus Alive organisation.</p> <p>KH highlighted that the finance team have been exceptionally good at working in partnership with AA. Working relationship very positive, this will continue to grow as AA moves forward.</p> <p>The Directors agreed the proposed revenue monitoring format for the Board and agreed presentational changes.</p> <p>The Directors were asked to note and approve Report 06_16.</p> <p>It was recommended the Board agree the Chief Executive has responsibility for reviewing and approving the Vat return for submission and for authorising any associated payment that may be required. It was further recommended that this responsibility be extended to HMRC submissions / correspondence.</p> <p>It was also recommended the Board agree in the absence of the Chief Executive, the above responsibilities can be carried out by the Senior Manager for Business Management & Development.</p> | | |

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| | <p>Directors agreed that the review and approval of VAT returns, HMRC submissions and authorisation of any associated payments are within the operational responsibility of the officers.</p> <p>VAT training to be made available to all finance VAT team members to create resilience and the share the learning opportunity. Documentation for knowledge transfer - Training Manual to be produced. The training was also offered to board members and Senior Managers. Cllr Duff accepted up the offer.</p> | 24 February 2016 | Kevin Lumsden |
| 7. | <p>2016/17 Charging Policy</p> <p>A review of charges, linking back to the Revenue Budget savings exercise for 2016/17 is currently underway across the various service areas. A final set of proposals will be brought to the board at the February meeting.</p> | 24 February 2016 | Kirsty Hunter |
| 8. | <p>Operational Update</p> <p>The Directors were asked to note Report 01_16</p> <p>Directors agreed the Business Management and Development team are to wait for feedback from HES before proceeding with signs for all buildings to ensure consistency across all sites. The Board also agreed that all signs will be in English only as a like for like update of the current signage to reflect the ANGUSalive brand.</p> <p>The Directors were asked to note Report 02_16</p> | 24 February 2016 | Iain Stevens |

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| | <p>Operational Update, Business Management and Development</p> <p>KH provided overview on SPORTA event. KH to circulate Health Improvement Documents to Board Members.</p> <p>Points raised Consider a change of name for ANGUSalive HQ – Proposal to remove The Yard Meeting to be arranged with Agile Team Arrange training date for Directors who missed session on 7 January 2016 Online booking approach for Webster Theatre to be finalised. XN working with IT to iron out issues found during pen testing. Moving forward positively.</p> <p>It was noted that the Space for Success event was being held at the Reid Hall Forfar on Wednesday 3rd and Thursday 4th February.</p> <p>The Directors were asked to note Report 03_16 Operational Update, Sport and Leisure</p> <p>Key Points Brechin City Hall – Clarity required on management moving forward. C Knight asked to speak with the Council on this matter</p> <p>Invite extended to Hannah Whaley to be part of the Angus Sport Awards selection panel for 2015.</p> | <p>24 February 2016</p> <p>24 February 2016</p> <p>24 February 2016</p> <p>24 February 2016</p> <p>24 February 2016</p> <p>24 February 2016</p> <p>24 February 2016</p> | <p>Kirsty Hunter</p> <p>Iain Stevens</p> <p>Lisa Dallas</p> <p>Iain Stevens</p> <p>Iain Stevens</p> <p>Colin Knight</p> |

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| | <p>The Directors were asked to note Report 04_16 Operational Update, Libraries Customer and Culture</p> <p>Key Points</p> <p>The leadership of the Libraries & ACCESS Facilities Co-ordinator, Hazel Cook, is highly commended. Many front-line staff are to be thanked for their commitment.</p> <p>The lack of a fit for purpose Museum Store to hold artefacts and artwork is an ongoing concern.</p> <p>Proposed Libraries renovation plans to be brought to next board meeting</p> | 24 February 2016 | Fiona Dakers |
| 9. | <p>Walking Festival and Pantomime</p> <p>Webster Theatre has produced a professional Christmas Pantomime for two years and proposes to continue to stage a production for a third year in 2016. Confirmed figures will be presented to the Board to clarify the budget required and confirm the previous income levels achieved.</p> <p>The Angus Glens Walking Festival is taking place from Thursday 2nd - Sunday 5th June 2016. ANGUSalive have assumed responsibility for this event from Angus Council's Economic Development Team.</p> | 24 February 2016 | Colin Knight |
| 10. | <p>Any Other Competent Business</p> <p>Risk Register to be brought to next meeting.</p> | 24 February 2016 | Kirsty Hunter/Iain Stevens |

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| | <p>Expense & Mileage Claims - Appropriate remuneration for costs incurred to carry out Directors duties were agreed.</p> <p>PF09 form to be issued</p> <p>Events/Attendance at Events - Chair proposed that Board members are to be offered the opportunity to attend events to represent ANGUSalve. It was also proposed that the Chairperson and Vice Chairperson would nominate board members following receipt of invitations to share the opportunity to network. All agreed.</p> <p>Press Protocol. It was agreed that ANGUSalve officers would only respond to complaints made through official channels and these would be handled as operational matters.</p> <p>The Chairperson proposed a change of date for the next board meeting to allow for board members to attend an event with Angus Council on the same day.</p> <p>All agreed to change meeting to 24 February 9.30am. Venue to be confirmed.</p> | 27 January 2016 | <p>Lesley Hadden</p> <p>Jeanette Gaul/ Kenny Fraser</p> |
| 11. | <p>Date of Next Meeting</p> <p>Wednesday 24 February 2016. Canmore Room, Forfar.</p> | | |