

ANGUSalive

NOTE of MEETING of the Board of Directors of ANGUSalive held at 2.00pm at Webster Memorial Theatre on Friday 29 June 2018.

**Present:**

<b>Name</b>		<b>Title</b>	<b>Initial</b>
<b>Kenneth Fraser</b>		<b>Independent Director - Chairperson</b>	KF
<b>Hannah Whaley</b>		<b>Independent Director - Vice Chairperson</b>	HW
<b>Kirsty Hunter</b>		<b>Chief Executive</b>	KH
Colin Brown		Council Director	CB
Gordon Cargill		Service Leader (Governance & Change)	GC
Fiona Dakers		Senior Manager Libraries Customer and Culture	FD
Lisa Dallas		Company Secretary	LD
Braden Davy		Council Director	BD
Bill Duff		Council Director	WD
Lesley Hadden		Executive Management Team Personal Assistant	LH
Dawn Johnston		Angus Council - Senior Accountant	DJ
Colin Knight		Senior Manager Sport and Leisure	CK
Kevin Lumsden		Angus Council Finance Manager	KL
Ken McKay		Independent Director	KM
Sandra Ross		Independent Director	SR
Iain Stevens		Senior Manager Business Management and Development	IS
<b>Apologies:</b>			
David Cheape		Council Director	DC
Vivien Smith		Head of Strategic Policy, Transformation & Public Sector Reform	SH
Ian Lorimer		Angus Council Head of Corporate Finance	IL
<b>Did not attend</b>			
David Moore		Independent Director	DM

Item No	Note
1.	<p><b>Welcome &amp; Apologies</b></p> <p>KF welcomed everyone to the meeting and acknowledged receipt of letter of resignation from SR on Friday 22 June 2018 and shared with the Board on Friday 29 June 2018. KF extended a thank you to SR for her contribution to the ANGUSalive Board and wished her the very best for her new position.</p> <p>SR thanked the Board and the executive team for the support, learning and personal development during her time as a Board member and highlighted it was a pleasure to be involved with such a motivated and engaged group of people. As a Board and management team people work together and respect each other's viewpoints, experience and skills maintaining a friendly and professional approach, with the delivery of the aims of ANGUS alive at the heart of what they are doing. SR confirmed she enjoyed her time and can see the strong direction and sense of purpose the Board and management team has in leading ANGUSalive to be a sector leading company.</p> <p>KF welcome Lisa Dallas to the ANGUSalive Board in her position of Company Secretary.</p> <p><b>Apologies:</b> David Cheape, Vivien Smith and Ian Lorimer,  <b>Did not attend:</b> David Moore</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. No declarations were made.</p>
3.	<p><b>Minutes of Meeting on Friday 27 April 2018</b></p> <p>The Directors approved the minutes of the above meeting.</p> <p>Proposed as accurate by WD and seconded by HW</p>

<p>4.</p>	<p><b>Matters arising from the Minute of Meeting on Friday 27 April 2018</b></p> <p><b>Gender Pay Gap Report</b>          KH advised of a number of challenges with the report produced by Angus Council for ANGUSalive and on further examination it was also discovered the information provided in the initial document would not enable ANGUSalive to comply with the gender pay gap reporting requirements because the document was a Mainstreaming Report. Further details can be found at item 6</p> <p><b>William Lamb</b>          KH provided an update on discussions held with Angus Council on the William Lamb Studio (WLS) and confirmed ANGUSalive will continue to be responsible for the care of collection as custodians of the Angus Council collection on behalf of the people of Angus. A key to WLS will be retained by ANGUSalive to support care of the collection.</p> <p>ANGUSalive committed to provide training to volunteers from Friends of William Lamb Studio (FOWLS) on a train the trainer basis to enable them to open the WLS to visitors as independent key holders.</p> <p>Membership of the VisitScotland Quality Assurance Scheme has been paid for 2018, although we will have to notify them of changes to the management of the museum.</p> <p>ANGUSalive have also notified Museums Galleries Scotland of the change in management and withdrawn WLS from our museum accreditation return. It retains “provisional” status for now, while future management of the WLS is arranged.</p>
<p>5.</p>	<p><b>Chief Executive Update</b></p> <p><b>William Wallace House</b>          KH confirmed the new ANGUSalive Head Office is located at William Wallace House as of 28 June 2018.</p> <p><b>Gold Rush</b>          For 1 day only customers were able to join our GOLD RUSH promotion. On Summer Solstice, Thursday 21 June, customers were able to join our bACTIVE membership scheme or upgrade their existing membership and get 50% off the first 3 months! Customers were asked to visit any ANGUSalive sports centre during opening hours on Thursday 21 June to be part of the Gold Rush offer. Membership allowed use of all ANGUSalive Sports facilities across Angus. CK advised the summer promotion was very successful resulting in 542 sales. CK highlighted work will now continue on retention of these memberships. All service areas were involved in promoting the Gold Rush to local visitors.</p>

WB advised a 5% increase on memberships in one day demonstrated a fantastic effort by all of the team across our facilities and particularly in Sports Centres.

### **Bike racks**

A funding initiative with Angus Council and Transport for Scotland was agreed to enable the installation of bike racks at a number of ANGUSalive venues. All ANGUSalive locations now have bike racks to promote active travel.

To highlight this initiative, a special promotion is running from 29 June – 13 August. Any customer who cycles to one of our swimming pools, takes a selfie at the bike racks and shows reception will receive 50% off a swim.

### **Angus Glens Walking Festival**

The AGWF has evolved over the past three years and will continue to build on what's working. The event this year had a 94% uptake of walk places which is a tremendous outcome for everyone involved in putting on this festival.

KH highlighted to host an event of this scale and complexity requires the involvement and commitment from a lot of different people from across our teams as well as our partners to ensure all aspects of the festival go smoothly. A significant amount of work goes into pulling together the programme, promoting it to customers, selling tickets, arranging all the logistics, managing Base Camp, running the Valley Support Team and leading the walks over the four days. Members of the team from across all of our Service Areas contributed to its success.

### **Volunteer Launch**

A series of very successful events were held across Angus in partnership with Voluntary Action Angus (VAA) as part of Volunteers' Week, 1-7 June. The Volunteers' Roadshow highlighted the opportunities there are for people interested in getting involved in volunteering with ANGUSalive. Over 100 people attended to find out more and a number have now been in contact to sign up for the available opportunities.

To launch the roadshow volunteers with ANGUSalive were invited to a special celebration at Signal Tower Museum and over 80 certificates were handed out across the roadshow events to recognise our volunteers' vital contributions.

### **RSW Summer Exhibition**

The Royal Scottish Society of Painters in Watercolour (RSW) 7th Open Summer Exhibition opened at The Meffan Museum & Art Gallery on Saturday 19 May 2018 2pm-4pm. The exhibition showcased new works by some of Scotland's leading artists alongside talented young artists from across the country. Thanks to Bill Duff for opening the exhibition as a Director as this was much appreciated by the team.

**V&A Visit**

KH advised she attended a session hosted by Leisure and Culture Dundee along with colleagues from Culture Perth & Kinross, Fife Cultural Trust and the V&A. Opportunities for collaboration and development linked to the opening of the V&A later this year, as well as the current disconnect in communications, was discussed followed by a tour of the V&A. A number of challenges were highlighted, particularly the lack of engagement of Trusts, as major cultural providers in the area, by Local Authority economic development teams across 'Tay Country'. KH has spoken to Alison Smith (Angus Council) to arrange a session to agree steps to address this issue.

**Arbroath Signal Tower Museum: successful MGS bid**

KH confirmed a bid to Museums Galleries Scotland (MGS) as part of a funding package for development of the STM was successful and noted this is highly confidential until announced by MGS. This sits alongside the successful bid to Arbroath Common Good. Bids have also been submitted to NESFLAG and Foyle Foundation, and we are currently waiting of the outcome of these.

**NDR**

A letter has been sent to all Local Authority Directors of Finance by a Scottish Government Finance Policy Officer and copied to COSLA requesting information to establish a baseline for NDR charity relief as at 28 November 2017.

ANGUSalive are now liaising closely with Angus Council to ensure an accurate submission is made to Scottish Government by the **25 July 2018 deadline**.

**Future Vision – ARHC**

Our vision is to create a single Angus Heritage Research Centre (AHRC). A fit-for-purpose facility to securely house Angus Council's museum, galleries, archive and local history collections which are cared for by ANGUSalive that also incorporates research, learning and visitor access facilities.

The AHRC will be the place where Angus residents and visitors to Angus can connect with our rich and unique heritage through inspirational learning and access experiences.

Incorporation of a complementary public facility, e.g. visitor attraction, country park and library and/or museum for the locality will also be targeted.

Directors requested a business case outlining exactly how ANGUSalive proposes to progress this capital

	<p>development and the resource required for the work.</p> <p><b>Montrose Library Opening</b>            KH confirmed work is on target for a 20 July 2018 handover from the contractor for the fit-out of the refurbished building. ANGUSalive will move back into the library from w/b 13 August 2018, over two (2) weeks. The library will re-open to the public Monday 27 August 2018 for a week of celebrations with the official opening provisionally scheduled to be held Saturday 1 September 2018.</p> <p>The library will be closed for two (2) weeks and the ACCESS Office will close for one (1) day only to allow transfer of equipment.</p>
<p>6.</p>	<p><b>16_18_Organisational Review Update: Critical Pathway</b></p> <p>IS provided the Board with a progress report of the organisational review informing the Board of the actions undertaken. This phase of the review is progressing well and targeted to be completed by late 2018.</p> <p>Directors requested a comprehensive implementation timeline and a detailed progress report be presented to Board at the September Strategic Development Session</p>
<p>7.</p>	<p><b>17_18_ANGUSalive Gender Pay Gap Report</b></p> <p>KH advised at a meeting in October 2017 it was agreed with Angus Council HR Support Service a report would be compiled and the information reported on behalf of ANGUSalive as an independent organisation. KH confirmed ANGUSalive were advised on 5 April 2018 the gender pay gap reporting had not been created for the 4 April 2018 deadline.</p> <p>KH advised on further examination it was also discovered the information provided in the initial document would not enable ANGUSalive to comply with the gender pay gap reporting requirements because the document was a Mainstreaming Report.</p> <p>KH confirmed consultation with the Equality and Human Rights Commission (EHRC) revealed a lack of clarity about whether Trusts were required to report on their Gender Pay Gap. It was concluded Trusts were in scope and an extension to Friday 06 July 2018 was subsequently agreed with the EHRC.</p> <p>A letter to Angus Council expressing the Board's disappointment in missing this important Gender Pay Gap reporting</p>

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	<p>deadline is being drafted by the Chief Executive. In addition to highlighting issues with the quality of service the letter will also include the requirement to examine the present SLA to ensure it is fit for purpose in the future.</p> <p>The Board noted the gender pay gap information for ANGUSalive as outlined in Appendix 1 and approved the gender pay gap data submission to the UK Government gender pay gap reporting website and the publication of the Gender Pay Gap Report on the ANGUSalive website.</p> <p>The Board further approved how equality and diversity will be managed in the future in the organisation.</p>
8.	<p><b>18_18_ANGUSalive Risk Register</b></p> <p>IS advised at the meeting on 23 February 2018 the Board had approved the management team to update the risk register onto a new template and develop a revised process for managing risk. IS confirmed the risk register process has evolved after adopting the process used by Angus Council at point of transfer, which was not working for the organisation.</p> <p>IS highlighted the new process has been created with guidance from the ANGUSalive board and highlighted that SR had been very helpful in providing a template and process from her organisation.</p> <p>The Board noted the content of the report and approved the new risk management process and new format for the reporting of risk.</p>
9.	<p><b>19_18_ANGUSalive Probationary Period</b></p> <p>IS advised ANGUSalive is committed to supporting all new employees as they are inducted into the organisation and confirmed the ANGUSalive Probationary Policy and related documents will establish guidance that will ensure a consistent approach to recruitment across the organisation.</p> <p>IS highlighted the ANGUSalive Probationary Policy has been created in conjunction with support from Angus Council HR team and meets all aspects of employment law.</p> <p>IS advised the recommendation is to introduce the policy on conclusion of the organisational review.</p> <p>The Board noted the content of the report and requested further work was done with regards to senior management positions to extend probationary period to at least 6 months. IS to liaise with HR and payroll on processes.</p>

<p><b>10.</b></p>	<p><b>20_18_ANGUSalive Compliments and Complaints</b></p> <p>The Board considered the performance information in relation to customer compliments and complaints contained within this report.</p> <p>The Board approved the senior management team to investigate the introduction of appropriate customer service excellence accreditation schemes and that subsequent reports will be submitted on an annual basis covering customer satisfaction trends.</p>
<p><b>11.</b></p>	<p><b>21_18_Finance Report</b></p> <p>KL confirmed ANGUSalive have submitted the final quarterly VAT return for 2017/18 to HMRC, for the quarter ending 31 March 2018. During the year, the partial exemption position is assessed individually for each quarter. KL highlighted that part of the quarter 4 VAT return process also involved assessing the partial exemption position for the financial year and adjusting the recovery level to reflect what the overall position for the year should be. It was highlighted during this process that an over-recovery of £1,654.84 during 2017/18. This was duly paid to HMRC on 10 May 2018 along with the quarter 4 VAT payment.</p> <p>KL highlighted there is no update of outstanding debtors from the 31 March 2018 position reported to the previous Board meeting. To ensure reports of outstanding debtors are available for future board meetings, discussions regarding information requirements are on-going in respect of the new Legend system.</p> <p>The Board noted net income of £598,000 is currently projected for the year which is a significant decrease of some from the projected outturn reported at April's Board meeting and is due in the main to the processing the £400,000 contribution to R&amp;R funds approved at the board meeting on Friday 27 April 2018.</p> <p>The Board noted the 2015/16 and 2016/17 draft ANGUSalive accounts were reviewed by the external auditors for reasonableness ahead of inclusion in Angus Council's Group accounts. KL highlighted due to the timing of the appointment of the new external auditors it is not expected to be possible to include the accounts for the 2017/18 draft statements. The Board are assured these will have been prepared exactly in line with the approach of the previous two years and attracted no significant comment from the auditors at those times.</p> <p><b><i>KL to share Annual Accounts on conclusion of meeting.</i></b></p>



	<p>KL confirmed an audit planning meeting was held with the new external auditors on Thursday 28 June 2018 and provided a verbal update in respect of how the audit of the accounts are expected to progress.</p> <p>KL confirmed work is now on-going to put in place the full detail of the above budgets in order to inform the first 2018/19 monitoring position which it is intended will be presented to the Finance and Audit Sub-Committee on 31 August 2018.</p>
<p><b>12.</b></p>	<p><b>Information Report</b></p> <p>The Board noted the content of the Information report.</p> <p>WD highlighted issues with only 2 Board members in attendance at the Finance and Audit Sub Committee Meeting.</p>
<p><b>13.</b></p>	<p><b>Any other competent business</b></p> <ul style="list-style-type: none"> <li>• BD requested meeting are held at HO. KH highlighted the importance of Board visibility. The Board agreed to look at the schedule and venues at the September Board Development Session.</li> <li>• KM requested an update on Sport and Physical Activity Framework for Angus. KH confirmed a number of sessions had been held however due to illness there had been slippage in the development of the Framework. Angus Council lead this project. CK confirmed Angus Council were arranging a meeting with Sport Scotland to progress. A progress report will be tabled at the September Board meeting.</li> <li>• IS provided a high level overview on the Legend booking system. ANGUSalive staff are working to progress the online booking platform.</li> <li>• CK provided high level overview on progress of the Membership review to date and further actions that are required to be undertaken. CK confirmed a full recommendation will be tabled at the August Finance &amp; Audit Sub Committee for consideration.</li> <li>• LD advised Trading Subsidiary Meetings are required to be held prior to full Board Meeting. LH to schedule for 2018.</li> <li>• A report will be tabled at the September Board Development session outlining the Role of the Company Secretary. LD will also complete Director Training at this session.</li> <li>• IS highlighted a date for the diary for the pantomime is Saturday 8 December – Aladdin is the name of the production this year.</li> </ul>

	<ul style="list-style-type: none"> <li>• KH requested Declarations of Interest are overdue and are required to be submitted immediately.</li> <li>• FD confirmed new mobile library vehicles have been ordered for the mobile library community hub project, funded primarily by Angus Council and Angus LEADER programme. Delivery is expected March 2019 and April/.May 2019.</li> <li>• <b>Egyptian statue at Montrose Museum</b> FD highlighted Montrose Museum was visited by colleagues from the National Museums of Scotland as part of the planning for the placement of a Touring Exhibition by the NMS in the museum in 2019. They examined items from our own collections, as it is intended that the displays will be given added value through the incorporation of some Ancient Egyptian objects from our own collections.  In examining it was discovered one item in particular was of much greater value than previously thought a small limestone statue from the time of Cleopatra of a musician or priestess that has been in the collections since the 1830s.  ANGUSalive were advised by the experts from Edinburgh that this statue has such a fascinating history that if it were in the NMS collections it would -be a star object but it would also have pride of place in the NMS's Egyptian displays.</li> <li>• KL provided an overview on the Angus Council Finance Restructure.             <ul style="list-style-type: none"> <li>• <b>Implementation 1 September 2018.</b></li> <li>• <b>Corporate Support Team</b></li> <li>• <b>Service Support Team</b></li> <li>• <b>A Team Leader will manage services to ANGUSalive</b></li> <li>• <b>2 Accountants</b></li> <li>• <b>3 Accountant technicians</b></li> <li>• <b>Clerical Support</b></li> </ul> </li> <li>• KH to present the ANGUSalive Annual Report at the next Angus Council Scrutiny and Audit committee.</li> </ul>
<p><b>14.</b></p>	<p><b>Date of Next Meeting</b></p> <p>Friday 7 September 2018</p>

15.	<b>Directors De-brief</b>
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