

NOTE of MEETING of the **ANGUSalive BOARD** held at The Meffan, West High Street, Forfar on Wednesday 30 March 2016 at 4pm

Present:

| Name | Title | Initial |
|------------------------------|--|----------------|
| Councillor Jeanette Gaul | Council Director (Chairperson) | JG |
| Councillor Bill Duff | Council Director | BD |
| Councillor Colin Brown | Council Director | CB |
| Councillor David Fairweather | Council Director | DF |
| Kenneth Fraser | Independent Director (Vice Chairperson) | KF |
| Hannah Whaley | Independent Director | HW |
| Ken McKay | Independent Director | KM |
| Sheona Hunter | Company Secretary | SH |
| Kirsty Hunter | Chief Executive | KH |
| Iain Stevens | Senior Manager Business Management and Development | IS |
| Fiona Dakers | Senior Manager Libraries, Customer and Culture | FD |
| Stewart Ball | Angus Council Client Representative | SB |
| Kevin Lumsden | Finance Advisor | KL |
| Apologies: | | |
| Colin Knight | Senior Manager Sport and Leisure | CK |
| Donald Archibald | Independent Director | DA |

Councillor Jeanette Gaul in the Chair.

ACTION NOTE/PLAN

| Item No | Action | Timescale | Officer Responsible |
|---------|--|-----------|---------------------|
| 1. | <p>Welcome & Apologies</p> <p>JG welcomed everyone.</p> <p>Apologies from Donald Archibald and Colin Knight.</p> | | |
| 2. | <p>Declarations of Interest</p> <p>Directors were asked to consider whether they have an interest to declare 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 24 February 2016</p> <p>The Directors approved the minutes of the above meeting.</p> | | |
| 4. | <p>Matters Arising from Board Wednesday 24 February 2016</p> <p>Webster Memorial Theatre Pantomime</p> <p>KH provided an update in Colin Knight's absence.</p> <p>On further review the request for additional budget is no longer required.</p> <p>Report 09_16 Webster Memorial Theatre Pantomime - withdrawn</p> <p>Laptops have been issued to Independent Directors in attendance. Donald Archibald to receive at next Board Meeting. SharePoint training to be arranged.</p> | TBC | LH |

ANGUSalive

| Item No | Action | Timescale | Officer Responsible |
|---------|---|-----------|---------------------------|
| | <p>Organisational Development Training JG and KH provided update on meeting and follow up with Lizzie Potts.</p> <p>KL to provide a session to determine the scrutiny and audit training needs of Board Members. Lisa Dallas to facilitate a Q&A session on OSCRC recommended reading highlighted at Directors Training held on 07 January 2016. Both to be scheduled on same day as the workshop to further develop the Mission Statement, Vision and Strategic Aims.</p> <p>Organisational Development facilitator to meet with interested Directors on 1-1 basis to identify their individual training needs to fulfil their role in the Trust.</p> <p>Brechin Community Campus Food to Go IS provided update on contract and confirmed Food to Go is now operational.</p> <p>Sports Awards KH provided update on the Angus Sports Awards 2015 event which was well received by sponsors and guests.</p> <p>KH extended a special thanks to the sports development team for their hard work pulling together the event and to partner organisations for their assistance in hosting an excellent evening to celebrate sport in Angus</p> | | <p>KH/JG</p> <p>KH/JG</p> |

ANGUSalive

| Item No | Action | Timescale | Officer Responsible |
|---------|---|---------------|---------------------|
| | <p>Discussion over disability access to toilets at the Reid Hall. It was confirmed improvements were made as part of the recent building refurbishment however there were limitations on changes that could be made.</p> <p>KH has been asked to look into options for provision of disabled toilet facilities at the Angus Sports Award 2016 event. It was acknowledged that there may not be a venue which provides all that is required.</p> <p>Angus Glens Walking Festival KH meeting with Courier Great Outdoors Weekend Supplement features reporter at Glen Doll to publicise the event. Radio Tay may also join.</p> | | KH |
| 5. | <p>Report 11_16 Pricing Policy Review and Estimated income 2016/17</p> <p>IS presented Report 11_16 to the Board.</p> <p>Directors approved the timetable for the full review of the ANGUSalive pricing policy and charges.</p> <p>Directors noted the increased 2016/17 charges will generate a predicted £80,000 in business revenue</p> <p>KL to provide 2014/2015 casual income figures to the Board via email for information.</p> | 18 April 2016 | KL |

ANGUSalive

| Item No | Action | Timescale | Officer Responsible |
|---------|--|---|-------------------------------|
| 6. | <p>Report 12_16 Development of Risk Register</p> <p>IS presented Report 12_16 to the Board.</p> <p>IS informed the board that ANGUSalive had adopted the Angus Council’s Risk Management Strategy following the transition of service provision to the charitable trust on 01 December 2015.</p> <p>Review of Appendix A ANGUSalive Risk Management Strategy highlighted errors in transfer of Appendix 1 Roles and Responsibilities to the document. The Risk Management Strategy is to be amended and reissued</p> <p>The Board considered the existing risks contained within the Angus Council risk register and the ANGUSalive project risk log from 01 December 2015. The board approved the risks to be included within the ANGUSalive corporate risk register and those to be removed.</p> <p>The Board noted that the full corporate risk register will be submitted to the Board after it has been added to Covalent.</p> <p>The Board agreed that corporate risk register management status reports will be generated from Covalent and submitted to the Board on a quarterly basis commencing September 2016. These risk registers will be reviewed as part of the development and implementation of the ANGUSalive business plan</p> <p>Corporate Risk Register to be standing item on the Board Meeting Agenda.</p> | <p>26 May 2016</p> <p>20 July 2016</p> <p>15 September 2016</p> | <p>IS</p> <p>IS</p> <p>IS</p> |

ANGUSalive

| Item No | Action | Timescale | Officer Responsible |
|-----------|--|--------------------|---------------------|
| | <p>The business unit risk registers will be developed and submitted at the next Board meeting for noting then managed operationally.</p> | <p>26 May 2016</p> | <p>IS</p> |
| <p>7.</p> | <p>Report 13_16 ANGUSalive Policies and Corporate documents</p> <p>IS presented Report 13_16 to the Board.</p> <p>The Board noted that ANGUSalive employees have developed a strategy towards updating all policies and corporate documents adopted from Angus Council on 01 December 2015.</p> <p>The Board approved the process where updated policies (e.g. branding replaced, role titles changed) are brought to the Board for noting whilst policies amended (e.g. change to the content) for ANGUSalive purposes will be brought to the Board for approval.</p> <p>A tracking system is to be added to the amended policy documents to allow Board Members a view of changes made to amended policies.</p> <p>Cash Handling and Security and Key Holding Policies were presented to the board. Both were approved.</p> | <p>Ongoing</p> | <p>IS</p> |

| Item No | Action | Timescale | Officer Responsible |
|---------|---|--------------------------------|---------------------|
| 8. | <p>Report 14_16 Mission Statement, Vision and Strategic Objectives.</p> <p>KH presented Report 14_16 to the Board.</p> <p>The Board considered the mission statement, vision and strategic objectives developed at the workshop held on Wednesday 27 January 2016. It was noted Strategic Objectives should be changed to Strategic Aims.</p> <p>The mission statement, vision and strategic aims were compared with the OSCR application, Articles of Association and the Single Outcome Agreement. The Board acknowledged the input from staff to pull together this information from a very positive and collaborative working session.</p> <p>Board members agreed they will now hold a separate meeting to progress the development of the Mission Statement, Vision and Strategic Aims.</p> <p>The Board agreed that a performance management framework will be developed and submitted to the Board for consideration in July 2016.</p> | <p>TBC</p> <p>20 July 2016</p> | <p>KH</p> <p>IS</p> |
| 9. | <p>Report 15_16 Libraries and ACCESS Integration Capital Project</p> <p>FD presented Report 15_16 to the Board.</p> <p>The Board noted the officer assessment of sites for inclusion in the initial capital project work and agreed that ANGUSalive will report to Angus Council a recommendation that the following sites, Montrose Library, Carnoustie Library and Forfar Library, form the initial Libraries and ACCESS integration capital</p> | | |

| Item No | Action | Timescale | Officer Responsible |
|---------|--|-------------|---------------------|
| | <p>project works.</p> <p>Additional external funding prospects to be investigated.</p> <p>Communications plan for involving Library and ACCESS staff in the integration capital project to be brought to the Board.</p> <p>Cllr Colin Brown left the room.</p> | 26 May 2016 | FD |
| 10. | <p>Report 16_16 Service Review – Galleries Unit</p> <p>FD presented Report 16_16 to the Board.</p> <p>The Board noted the Service Review was specific to the Galleries Unit and did not involve any other service areas within the ANGUSalive structure including Museums and Archives.</p> <p>FD advised the Service Review would be carried out following the guidance within the Managing Workforce Change policies adopted by ANGUSalive and will be led by Senior Manager for Libraries, Customer and Culture.</p> <p>Advice has been received from HR that the review can commence immediately however any resultant changes could not be implemented before 01 December 2016 to coincide with TUPE regulations.</p> <p>KH advised the Board that HR are being consulted to confirm if ANGUSalive will be required to fund any redundancy and/or early release of pension resulting from this Service Review or if it will be Angus Council funded since specifically</p> | | |

ANGUSalive

| Item No | Action | Timescale | Officer Responsible |
|---------|--|-------------|---------------------|
| | <p>requested as a saving by Angus Council.</p> <p>KL provided comment on Report 19_16 page 5 of the budget review table.</p> <p>DF advised the Strategic Director for Communities had assured the Shadow Board required savings would be made before transfer of service provision on 01 December 2015 and a savings holiday would be implemented in 2016/17.</p> <p>The Galleries Unit saving was identified in the budget setting process for Angus Council however this should have been undertaken before ANGUSalive was established. There were further discussions regarding this matter and additional information regarding the budget will need to be presented.</p> <p>The Board requested financial savings plan information with respect to ANGUSalive for 2016-17, as outlined by Angus Council, to be provided at the next Board Meeting. The decision on Officers carrying out a Service Review of the Galleries Unit was deferred until that date.</p> | 26 May 2016 | KL/KH |
| 11. | <p>Report 17_16 Brechin Community Campus contract update</p> <p>MacRoberts have reviewed comments on the Draft Contract provided by Angus Council and have suggested a number minor revisions are made.</p> <p>Report to be presented at the next Board Meeting.</p> | 26 May 2016 | KH |

| Item No | Action | Timescale | Officer Responsible |
|---------|---|--------------------------------------|---------------------|
| 12. | <p>Report 18_16 Public Swimming – Carnoustie HS and Monifieth HS Pool</p> <p>KH presented Report 18_16 to the Board.</p> <p>KH advised a savings proposal for 2016-17 outlined in Angus Council Report 61/16 included a saving of £36,000 by implementing the removal of the provision of public swimming sessions at Carnoustie and Monifieth High School Pools.</p> <p>KH informed the Board the proposal to remove public swimming sessions at Carnoustie and Monifieth High Schools had been previously approved by Angus Council on 18 February 2016. It was noted within Angus Council Report 61/16 “the Angus Alive Board is now responsible for the above services, and may therefore decide to revise how the overall savings target is delivered”.</p> <p>KH further advised Officers had commenced employee consultation in conjunction with HR representatives following the Managing Workforce Change policy adopted by ANGUSalive.</p> <p>A review of the provision of swimming lessons at both sites at weekends and in the evening will be conducted.</p> <p>The Board agreed that Officers are to implement the removal of public swimming sessions at Carnoustie and Monifieth HS pools.</p> | <p>20 July 2016</p> <p>01 May 16</p> | <p>CK</p> <p>CK</p> |

| Item No | Action | Timescale | Officer Responsible |
|---------|--|-----------|---------------------|
| 13. | <p>Report 19_16 Finance Update</p> <p>KL presented Report 19_16 to the Board.</p> <p>The Board noted the content of the report which provided an update on the financial position for ANGUSalive and in addition provided an update on some of the key systems issues which were previously highlighted to the Board.</p> <p>The Board noted that the current 2016/17 projection reflects a budgeted breakeven position for the year although it was highlighted this is still in draft and subject to further review.</p> <p>The Board requested robust financial information in order to perform appropriate monitoring and scrutiny against revenue and capital budgets as operated and controlled by Angus Alive.</p> <p>The registration period will conclude Thursday 31 March to action the direct debit change for the start of May (a minimum of 10 working days' notice must be given), but the bank are committed to ensuring that the change can be effective from the start of June.</p> | | |
| 14. | <p>Report 20_16 Credit Card Policy and Procedure</p> <p>IS presented Report 20_16 to the Board.</p> <p>IS advised the Board that ANGUSalive does not currently have provision for purchasing goods and services via credit card.</p> | | |

ANGUSalive

| Item No | Action | Timescale | Officer Responsible |
|---------|---|-----------|---------------------|
| | <p>IS further advised the purchase of most items will be completed using existing procurement processes. The credit card will only be used in exceptional circumstances.</p> <p>It was noted that ANGUSalive is in the process of applying to be part of the Scotland Excel purchasing consortium.</p> <p>The Board agreed to sign the appropriate application form in order to facilitate the introduction of 3 credit cards to the ANGUSalive organisation to be administered by the Chief Executive, Senior Manager for Business Management & Development and Principal Officer for Business Management & Development subject to the approved Scheme of Delegation.</p> <p>Credit cards are to be kept within a safe where access to the safe is restricted to the credit card holders only.</p> | | |
| 15. | <p>Report 21_16 Property Transaction</p> <p>KH presented Report 21_16 to the Board.</p> <p>KH advised the Board the cafes at Montrose Sports Centre and Carnoustie Leisure Centre are leased to a private individual and the tenant wishes to extend the leases to enable further investment into the businesses.</p> <p>KH advised a lease extension to the current 5 year lease, with the inclusion of 5 yearly rent reviews was provisionally agreed prior to transfer of service provision on 01 December 2015.</p> | | |

| Item No | Action | Timescale | Officer Responsible |
|---------|--|-----------|---------------------|
| | <p>SH provided options on lease agreements and future tender processes.</p> <p>The Board requested Report 21_16 be reviewed by KH and Property and Legal & Democratic Services and agreed an amended report with options would be presented at the next Board Meeting.</p> | 26 May 16 | KH/SH |
| 16 | <p>Report 22_16 Payment facilities at ACCESS Offices</p> <p>FD presented Report 22_16 to the Board.</p> <p>The report provided the Board with an update on the proposals by Angus Council to adopt a new model for facilitating high volume payments by customers to be implemented to replace the payment facilities currently provided through the Council's ACCESS Office network now operated by ANGUSalive.</p> <p>The Board noted the contents of Angus Council report 122/16 in particular Paragraphs 7.4 and 7.8.</p> | | |
| 17. | <p>Board Meeting Schedule</p> <p>JG presented two options for future Board Meeting dates.</p> <p>The Board unanimously agreed to implement proposal 2 which consisted of 8 week intervals between Board Meetings. It was noted meetings will continue to alternate between Wednesday afternoons and Thursday mornings. The meetings on Thursday mornings have a revised start time of 9.30am.</p> | | |

| Item No | Action | Timescale | Officer Responsible |
|------------|---|-------------|------------------------|
| | <p>David Fairweather and Colin Brown to discuss which of them will be the 2nd Director.</p> <p>HR to be contacted to confirm Nominations Committee representation.</p> <p>Nominations Committee to follow recruitment process in Articles of Association. The Board requested the Nominations Committee give consideration to the skills matrix of current Directors to identify any gaps or opportunities in the recruitment of a new Independent Director.</p> <p>JG asked if it would be helpful to obtain the previous Independent Director applicants details from Angus Council Strategic Director of Communities. It was agreed that this should be done.</p> | <p>ASAP</p> | <p>DF/KH</p> <p>JG</p> |
| <p>19.</p> | <p>Any other competent business</p> <p>The Webster Memorial Theatre Meetings</p> <p>KH outlined that prior to the establishment of the Trust a small group of Councillors had met with representatives from Finance and Service to Communities to review activity within The Webster Memorial Theatre.</p> <p>The Board were advised the last meeting of this forum had been held in November 2015 immediately prior to service provision being transferred to ANGUSalive. They were also made aware it had been proposed a further final meeting be scheduled in June 2016.</p> | | |

ANGUSalive

| Item No | Action | Timescale | Officer Responsible |
|---------|--|---|---------------------|
| | <p>It was unanimously agreed by the Board of Directors that another meeting should not be held since The Webster Memorial Theatre is now operated by ANGUSalive on behalf of Angus Council and reports to the Trustees.</p> <p>KH to request the meeting being proposed is cancelled and advise the group any future engagement should be via the Board.</p> <p>The Board agreed KH, Property and Legal & Democratic Services are to review any additional considerations for Common Good properties operated by ANGUSalive and present a report to the next Board Meeting.</p> <p>JG attended a Pride and Place Market Place event within the Reid Hall today 30 March 2016 and provided the Board with very positive feedback on the ANGUSalive stand.</p> <p>JG extended a warm thank you and well done to all employees for the extra work that goes on behind the scenes.</p> | <p>01 April 2016</p> <p>26 May 2016</p> | <p>KH</p> <p>KH</p> |
| 20. | <p>Date of Next Meeting</p> <p>Thursday 26 May 2016 at Brechin Community Campus 9.30am</p> | | |