

ANGUSalive

NOTE of MEETING of the Board of Directors of ANGUSalive held at Forfar Community Campus at 10:00 on Friday 15 December 2023.

Name	Title	Initial
Present:		
Kenneth Fraser	Independent Director - Chairperson	KF
Derek Waugh	Independent Director - Vice	DW
Lynne Devine	Council Director	LD
Campbell Archibald	Independent Director	CA
Serena Cowdy	Council Director	SC
Kenny Braes	Council Director	KB
Kenny Christie	Independent Director	KC
Robbie Francis	Company Secretary	RF
Iain Stevens	Senior Manager Business Management and Development	IS
Colin Knight	Senior Manager Sport and Leisure	CK
Kevin Lumsden	Angus Council Finance Manager	KL
Alison Gallacher	Angus Council Procurement & Commissioning Manager	AG
Graham Thom	Board & Executive Assistant	GT
Apologies:		
Ronnie Proctor	Council Director	RP
Tam Ferry	Independent Director	TF
Jessica Curran	Angus Council Finance Team Leader	JC
Alison Watson	Angus Council Legal & Democratic Service Leader	AW

Item No	Note
1.	<p>Welcome & Apologies</p> <p>KF welcomed everyone to the meeting.</p> <p>Apologies: Ronnie Proctor, Tam Ferry, Jessica Curran, Alison Watson</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 Full Board Meeting on Friday 29 September 2023</p> <p>Directors were asked to consider whether the minute of the previous Board meeting provided an accurate representation of the meeting. LD proposed the minute was accurate and KB seconded.</p> <p>Matters arising.</p> <p><i>Dual Use Agreement</i></p> <p>CK noted a review of the Dual Use Agreement will commence in January 2024. He added Q1 & 2 invoices have been submitted to Angus Council per their request to split the payment into four quarterly invoices, but these have not yet been paid. AG confirmed she will raise this with council colleagues and follow up in the new year when it should be rectified.</p> <p>CK noted the council's Director of Finance had suggested dual use is integrated with the full service level agreement which would avoid the ongoing risk posed by the payment not being made.</p> <p>Directors discussed the process for reviewing and amending the existing agreement.</p> <p>Action: AG to provide a report to board detailing the scope of the project and the projected timeframe to completion.</p> <p><i>Museum Collection Update</i></p> <p>IS noted this is covered in the paper tabled at this meeting.</p>

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	<p><i>Health & Safety</i> IS highlighted work is currently being undertaken to ascertain the cost to ANGUSalive of having this service supported by an external provider. He noted other Trusts have suggested the cost is approximately £10k per annum. KF asked whether there would be an uplift in the management fee to cover this cost now the council were no longer paying to provide this support service.</p> <p><i>Change Notices</i> IS provided an update on the outstanding change notices. AG noted both parties agree the current process is not suitable and work is being undertaken to rectify this and it is expected the change notices will not be approved until the end of the financial year.</p> <p><i>Theatre & Venues Update</i> CK noted this action is still outstanding, but it is anticipated a paper will be tabled at the next board meeting detailing the plan within these spaces.</p> <p><i>New Council Chief Executive</i> Directors discussed the possibility of meeting new members of the council administration and senior leadership.</p> <p>Action: GT to coordinate meeting with KF and DW.</p> <p>It was also noted IS and CK meet regularly with Angus Council's Director of Legal and Democratic Services and will also meet the new Chief Executive for Angus Council in February. A meeting is also being arranged for early 2024 between ANGUSalive's Executive Team, the council's Chief Executive and the Chief Executive of sportscotland.</p>
<p>4.</p>	<p>Executive Team's Report</p> <p><i>Storm Babet</i> CK provided an update on the impact of Storm Babet noting all sites had closed on Thursday 19 October and reopened on Monday 23 October. Three venues were stood up as rest centres and were used by many in the communities affected. He highlighted the feedback has been extremely positive, but we will be taking the opportunity to provide employees with some training in this area. ANGUSalive venues suffered only very minor damage and fallen trees had already been cleared where required.</p>

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Countryside Levelling Up

CK noted the Levelling Up Fund will no longer be an option following the close of the final round of bids. We will now be re-evaluating the situation and using some time to assess at the responses of the public consultation. Looking at deficit in Countryside we will now be looking to confirm the ask of ANGUSalive delivering Countryside Adventure services on behalf of Angus Council.

Transformation Review

CK provided an update on the progress of this project. He noted there will be a rebranding of the project suggesting 'Project 500'. Directors rejected this suggestion and asked for an alternative to be found. There was discussion round the timeline for the project.

Another suggestion from the room of "Project 2030" has now been adopted.

Action: Re-launch and site visits for Directors to be coordinated by IS and GT.

Change Notices

CK highlighted ANGUSalive have met with AG and her team to clarify our position on the change notices already submitted. He noted the latest indication is the feasibility study will be finished by March 2024 so looking to close this matter within this financial year. CK noted the four buildings are with Angus Council but we are looking for assurance from the Client these will not be rejected. AG explained the process which is ongoing and takes considerable time to work through. KF noted these proposals had been agreed by Angus Council in March 2023 and the delays in finalising the process was having a negative financial impact on ANGUSalive. IS provided assurance that fringe costs such as waste removal and cleaning services were already removed so some savings already being made. There was further discussion around the legal process for agreeing the changes and updating the Change Notice procedure.

Pay Award

CK confirmed the pay award was now agreed with the settlement covering the period 01 April 2023 to 31 March 2024. The first instalment of the change was implemented in the November 2023 pay with the remaining portion for applicable pay grades being implemented in the January 2024 pay.

Falkirk Award Ceremony

CK noted ANGUSalive had been nominated for three Scottish Leisure Network Group awards including Facility of the Year, Outstanding Contribution, and Campaign of the Year. Unfortunately, there were no winners within ANGUSalive at the recent annual conference on 16 November 2023.

	<p><i>Step into Christmas</i></p> <p>CK thanked the board members who attended this event on Saturday 02 December 2023. He noted there were 255 tickets sold for the show which consisted of eight singers, a live band, and a children’s choir. He highlighted we have received very positive feedback and have already sold some tickets to next year’s performance. He provided an overview of the other shows running within the Theatre & Venues spaces noting an increase in pantomime ticket sales over the previous year.</p> <p><i>Sport and Leisure</i></p> <p>CK highlighted bACTIVE membership numbers continue to grow steadily and have now reached 9,177 in total when Learn to Swim memberships are included. He noted the recent Black Friday sale on annual memberships had been very successful with 118 memberships sold. There was discussion round how this compared to pre-Covid membership numbers. IS confirmed membership levels were approximately 8,000 going into Covid but peak levels were closer to 9,000 but the monthly direct debit takings are higher, and we have seen a 65% increase in gym use since the refurbishments.</p>
<p>5.</p>	<p>Board Management System</p> <p>IS provided an overview of the proposed move away from Board Intelligence board management system to MS Teams. GT provided a demonstration of how this would work in practice. Directors noted their approval of this change.</p> <p>Action: GT to schedule training on using the new platform prior to the next meeting.</p>
<p>6.</p>	<p>24_23 Capital Monitoring / Finance Update</p> <p>KL provided an update on the financial position with main highlights including:</p> <p><i>Revenue Position</i></p> <ul style="list-style-type: none"> • Net income is projected to be £185,000 at the end of the financial year. This is better than the budgeted breakeven position. • The projection increases to Net income of £284,000 at the end of the financial year when the expenditure that is to be funded from reserves is considered.

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Capital Projects

- Capital projects are projected to under spend by £100,000 due to Arbroath Library project being pushed back to 2024/25.

Going Concern

- ANGUSalve continues to be a going concern and continues to trade legally, with the following information to be noted in this regard.
 - This has been assessed over the period to 31 March 2025.
 - Future assessments will require to go beyond this point.
 - The Council support package is currently approved until 31 March 2025.

In respect of other financial matters

- The Investment Fund had an overall balance of £2,193,804 on 31 March 2023 reflecting the outcome of the 22/23 annual accounts process. In year movements are projected to reduce this balance to £1,504,471.
- Total unrestricted reserves are projected to be £3,343,042 on 31 March 2023.
- Outstanding debtors on 31 October 2023 were £281,558.
- VAT return has been made for quarter 2 of 2023/24. Irrecoverable VAT was £37,562 leaving £77,833 of the budget for the remaining 2 quarters.

Risks

KI noted the main risk continues to be the management fee received by ANGUSalve for the delivery of services on behalf of Angus Council. With savings requirements currently set at £500k for the next two year it is likely there will be further asks in the following years. For budget planning purposes this is assumed to be another £500k but this has not yet been confirmed.

There was discussion round the possibility of creating a post within the organisation to focus on funding. CK and IS noted this was looked at before COVID and may need revisited at this time.

Directors noted the content of the report.

Action: CK and IS to provide update on 'Funding Lead' post.

RF left the meeting.

<p>7.</p>	<p>25_23 2022/23 Annual Report</p> <p>IS highlighted the Board approved the annual report and consolidated accounts at the meeting on 29 September 2023 and noted this version of the report contains the same information along with additional content showcasing the work ANGUSalive has delivered over the previous year. He added the video content which was shared with Director is a new approach to sharing what we do and has been invested in to develop it further.</p> <p>This report will be presented at Angus Council’s Scrutiny & Audit Committee meeting in January 2024 where it will be approved.</p> <p>There was discussion about the possibility of promoting this to all Elected Members. IS confirmed work is ongoing in partnership with the Client to promote our work more to Councillors and Council Senior Leadership.</p> <p>Action: IS to work with Marketing and Communication team to produce a two-minute highlight video to present at the P&R meeting.</p> <p>Directors are asked to approve the Annual Report 01 April 2022 – 31 March 2023, approve the corporate annual report is submitted to the Angus Council Scrutiny & Audit Committee, and approve the promotional timeline is confirmed with the Chairperson and Vice Chairperson before publication.</p> <p>Decision: The Board approved the report, its submission to the Angus Council Scrutiny & Audit Committee, and the promotional timeline agreed by the Chairperson and Vice Chairperson.</p>
<p>8.</p>	<p>26_23 Gender Pay Gap Report</p> <p>CK provided an overview of the report highlighting this is not an equal pay issue. He noted ANGUSalive have an imbalance, but this sits in favour of female employees which is the opposite of national trends.</p> <p>Directors are asked to note the gender pay gap information for the charity in the ANGUSalive Gender Pay Gap Report 2023, approve the gender pay gap data submission to the UK Government gender pay gap reporting website, approve publication of the Gender Pay Gap Report on the ANGUSalive website, approve how equality and diversity will be managed in the future in the organisation.</p> <p>Decision: The Board noted the report information and approved its publication to the UK Government and ANGUSalive websites. They also agreed with the organisational strategy for managing equality & diversity in future.</p>

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	<p>Action: GT to submit the report to the UK Government gender pay gap reporting website prior to the 04 April 2024 deadline and publish the report on the ANGUSalive website.</p>
<p>9.</p>	<p>27_23 Museum Service Update Report</p> <p>IS provided a high-level overview of the report. He noted the Board had previously approved next phase of the feasibility study on the Montrose Museum Reimagined project but had requested a costing exercise be carried out for this. IS confirmed this will cost ~£50k and asked for Board approval to continue the project.</p> <p>It was noted there is significant risk associated with the storage of the Angus Council collections. While ANGUSalive is responsible for the collection, it is the responsibility of the Client to provide suitable accommodation to house the collection and the current site is not suitable. There are an estimated 100,000 items in the collection which were not catalogued prior to the collection being in ANGUSalive's care.</p> <p>Action: IS will work with AG to plan how resource can be provided to keep the work of cataloguing the collection moving forward.</p> <p>Directors were asked to approve the use of £50k of funds to procure the second phase of works to develop the interpretation scheme, include community consultation, and progress to RIBA stage 2 for the Montrose Museum Reimagined project.</p> <p>Decision: The Board approved the use of £50k of funds to proceed with the next phase of the Montrose Museum Reimagined project.</p> <p>Action: An update will be provided at the next Strategic Development Session on progress by CK and IS.</p>
<p>10.</p>	<p>28_23 2023/24 Business Plan Update</p> <p>CK provided an overview of the update report noting of the 16 actions for 23/24, 6 are complete. Of those 10 yet to be completed, 4 relate to the outstanding changes notices under discussion with Angus Council and the remaining 6 are in progress with the Angus Prevention & Proactive Care Group taking place in January 2024 regarding the financing of the project. He noted there is also good progress of ANGUSalive's withdrawal from Montrose Basin, the Monifieth Library project work, and the Theatre and Venues customer journey work. He highlighted there are further 26 action for 24-26. Directors noted the content of the report.</p> <p>Action: CK to provide information on the progress of the test of change project.</p>

<p>11.</p>	<p>29_23 Policies Information Report</p> <p>CK provided an overview of the Fair Work First Statement which is the Scottish Government's flagship policy for driving high quality and fair work across the labour market in Scotland by applying fair work criteria to grants, other funding and contracts being awarded by and across the public sector, where it is relevant to do so.</p> <p>CK noted this has still to officially approved by Trade Unions although they have approved the same statement for Angus Council so there is no anticipation of resistance from them.</p> <p>The Board noted the content of the report.</p>
<p>12.</p>	<p>AOCB</p> <p>The Board thanked ANGUSalive staff for their work at the rest centres during the recent storm.</p> <p>There was discussion about the possibility of tiered membership categories.</p> <p>There was discussion round the recent stakeholder engagement at Monikie Country Park. CK and AG confirmed this is in hand.</p> <p>There was discussion regarding the lighting at Forfar Library.</p>
<p>13.</p>	<p>Date of next meeting</p> <p>Friday 16 February 2024</p>