

ANGUSalive

NOTE of MEETING of the Board of Directors of ANGUSalive held at Arbroath Library at 10:00 on Friday 16 February 2024.

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
Tam Ferry	Independent Director	TF
Ronnie Proctor	Council Director	RP
Robbie Francis	Company Secretary	RF
Iain Stevens	Acting Chief Executive	IS
Colin Knight	Acting Chief Executive	CK
Kevin Lumsden	Angus Council Finance Manager	KL
Jessica Curran	Angus Council Finance Team Leader	JC
Alison Gallacher	Angus Council Procurement & Commissioning Manager	AG
Alison Watson	Angus Council Legal & Democratic Service Leader	AW
Graham Thom	Board & Executive Assistant	GT

Apologies:

Kenny Christie	Independent Director	KC
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Item No	Note
1.	<p>Welcome & Apologies</p> <p>KF welcomed everyone to the meeting.</p> <p>Apologies: KC</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 15 December 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 DW seconded.</p> <p>Matters arising.</p> <p><i>Health & Safety</i></p> <p>IS noted there is an indicative cost of £10k for an external provider to take over the health & safety services currently provided by the council, and we are still working with the procurement team to identify suppliers for service. Once this is complete, the tender process will commence, and we can return to the council with an accurate cost for this which we will ask is added to the management fee.</p> <p><i>Change Notices</i></p> <p>Community groups have until end of March to assess the results of feasibility studies. A report will go to Council P&R April meeting to finalise arrangements. AG noted Director of Finance has taken paper to AC to ask for compensation for ANGUSalive due to the elongated timeline. IS wrote to AW to clarify AA position. AW speaking to new Chief Exec KL. Updates will be provided when available.</p> <p><i>Theatre & Venues Update</i></p> <p>CK confirmed this update will be provided in the tabled paper.</p>

Council Leadership Meeting

GT organised the meeting between Directors and Angus Council Leadership which is to be held on Friday 23 February 2024.

Transformation Project Relaunch

IS confirmed this has been organised for the morning of Friday 01 March 2024 and will be followed by site visits for Directors in the afternoon.

Business Plan Update

KF is this moving to three year rolling plan rather than single year submission. CK - this provides the flex to make changes as you go. KF queried what the process timeline for providing notice to AC of change of service delivery is, how is this accepted/rejected by AC. AG - move to rolling will better support AC to access proposals to allow background work to happen.

MS Teams Training

GT organised and delivered training for using the new Board Management system on MS Teams on Friday 19 January 2024 which was attended by several board members.

External Funding Post

IS confirmed work has been undertaken with a recruitment agency and several candidates have been identified who he will meet over the next few weeks.

Annual Report Highlight Video

IS confirmed the Marketing and Communications team had created a short video of highlights which was presented to Elected Members at the council scrutiny and audit meeting prior to the report being discussed. He noted it had been positively received and there was good feedback from the Councillors.

Museums Collection

IS will continue to drive work with AG and the commissioning team on cataloguing the Angus Council collection.

<p>4.</p>	<p>Executive Team Update</p> <p><i>Angus Council Chief Executive</i> CK noted the ANGUSalive Executive Team met with Angus Council’s new Chief Executive on Friday 02 February 2024. He added there are now quarterly meetings arranged with the council Chief Executive and monthly meetings with the council’s Director of Legal and Democratic Services and Service Leader – Legal and Procurement to ensure closer working relationships moving forward.</p> <p><i>sportscotland</i> CK highlighted the meeting with new Chief Executive of sportscotland and the council Chief Executive on Monday 12 February 2024 had also been very positive in terms of developing the relationship with both organisations.</p> <p><i>Dual Use Agreement</i> CK confirmed he had now met with the council’s Director of Education and Lifelong Learning to discuss the dual use agreement and meetings are being scheduled regularly to foster this relationship too.</p> <p><i>HMS Montrose</i> IS thanked the Board Members who had attended the launch event for the HMS Montrose exhibition at Montrose Museum on Friday 09 February 2024.</p> <p><i>Angus Cultural Strategy</i> IS noted the Angus Cultural Strategy is being relaunched after a period of inactivity. An event will be scheduled for later this year to mark the occasion with all partners invited.</p> <p><i>Project 2030</i> IS noted the transformation project will be relaunched under the new branding of Project 2023 at Webster Memorial Theatre on Friday 01 March 2024 to which all Directors have been invited. All employees have been invited and the event will be filmed to share with those colleagues unable to attend due to operational demand.</p> <p><i>Libraries Team Leader</i> IS noted the Libraries Team Leader has resigned to move to another organisation. Recruitment for a replacement is underway with interviews taking place on Monday 19 February 2024 and it is hoped the post will be refilled quickly.</p>
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<p>5.</p>	<p>01_24 Finance & Audit Information Report</p> <p>DW asked the members of the Finance & Audit Sub-Committee to consider whether the minute of the previous meeting provided an accurate representation of the meeting. KB proposed the minute was accurate and RP seconded.</p> <p>DW provided a high-level overview of the meeting noting details are contained within the report.</p> <p><i>Internal Audit</i></p> <p>DW highlighted the work on outstanding audit actions is progressing well with most actions now complete and those still outstanding within timeframe. He noted an error had been identified in the continuous payroll auditing where ANGUSalive data had been missing and actions had been taken to ensure this did not happen in future. IS confirmed the team had re-tested for 2023/24 financial year and assured the Board any discrepancies in previous years would have been picked up as part of the external audit process.</p> <p><i>Charging and Pricing Structure Review</i></p> <p>DW highlighted the review of charges for 2024/25 will be submitted to Angus Council’s Special Budget Meeting on Thursday 29 February 2024 for approval. Directors discussed the impact of the proposed pricing changes. AG noted Angus Council are keen to work with ANGUSalive to identify opportunities to generate income outwith Sport and Leisure which is the main income generator for the Trust.</p> <p><i>Procurement and Exemptions</i></p> <p>AG highlighted Angus Council have passed new procurement regulations which ANGUSalive will need to comply with. One of these requirements is to produce an annual plan for procurement. IS noted one action from the recent Transformation Workshops was to create more robust system from recording and monitoring contracts relating to procurement and this will aid in the process of producing this annual plan.</p> <p>Directors noted the content of the report.</p>
<p>6.</p>	<p>02_24 Angus Council – Legal Reviews Information Report</p> <p>AW provide an overview of the report. She noted there are three principal agreements under which ANGUSalive deliver services on behalf of Angus Council. These include the Services Agreement, the Licence to Occupy, and the Dual Use Agreement. These documents are out of date and need reviewed to reflect the current operating climate more accurately.</p>

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	<p>She highlighted work began on the Transformation Programme in September 2020 to identify and progress the changes required but various resource challenges has meant the work is still to be completed. There has been good progress on updating the Licence to Occupy but the other two still require substantial input including refreshing the Change Notice procedure.</p> <p>Director discussed the possibility of asking schools to use PEF monies, which run until 2026 at this time, to provide free use of ANGUSalive facilities to all school age children.</p> <p>Action: CK and AG to investigate this in conjunction with the council’s Director of Education and Lifelong Learning and report to Board at an appropriate time.</p> <p>There was discussion round the risk of liability to ANGUSalive given the principal agreements are out of date. RF confirmed there is theoretically a risk, but this is unlikely to manifest in practice. He also highlighted the biggest issue is what ANGUSalive are delivering operationally is different to the contract.</p> <p>AG noted she is working on a timetable for completion of the reviews, and this will be shared with Board soon.</p> <p>Action: AG to provide a timeline for completion of review of principal documents and agreements.</p> <p>Directors noted the content of the report and provided feedback on the proposed approach to the legal review.</p>
7.	<p>03_24 Angus Prevention & Proactive Care Group</p> <p>CK provided an overview of the report noting the additional attached interim report. He noted a paper will be tabled on 26 February 2024 looking to extend the contracts of our staff for next financial year to end March 2025.</p> <p>The new referral system is now in place and will launch very soon. Annually there are currently 300 referrals, and the team will be targeting 450 over the next year.</p> <p>There was discussion about the income generation potential of the scheme as ANGUSalive are not in a position to continue to fund this in the current financial climate. CK confirmed there are some sources of funding to help and noted the Health and Social Care Partnership can apply for NHS charitable funding which could extend the project a further two years. We are also looking to implement a referral membership which will generate income.</p> <p>AG noted Angus Council have a contract for social prescribers which offer a similar service and suggested better partnership working between these two assets.</p>

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	<p>Action: GT to invite Health & Wellbeing Lead to the Strategic Development Session where an update will be provided on the planning for project longevity and sustainability.</p> <p>Directors noted the progress made to date of the Angus Prevention and Proactive Care Group, that ANGUSalive will request the extension of current contracts for Health & Wellbeing Coordinator and 2 x Health & Wellbeing Advisors to 31 March 2025, and that ANGUSalive will pursue further funding to fully fund these posts through financial years 2025/26 and 2026/27 in collaboration with the Angus Health & Social Care Partnership.</p>
<p>8.</p>	<p>04_24 Theatre & Venues Finance Update</p> <p>CK provided a high-level overview of the financial position within Theatres & Venues. He noted the service is currently projecting a deficit of £40k which is a reduction on the previous financial year.</p> <p>He noted a system is now in place to improve monitoring of income taking into account the various costs and charges for each show. Additionally, the ticket levy will increase from £1 to £2 in the financial next year which will improve income. The team are also developing a brochure which will be funded by the promoters and distributed by a contracted company to ensure wider advertising reach.</p> <p>There was discussion about the different possibilities for income generation within the Theatre and venue spaces and the mechanism in place to analyse success of each show. Directors discussed what the ask might be in Theatre & Venues under the revised Services Specification and how we can ensure the service is adequately funded to deliver this on behalf of Angus Council.</p> <p>Action: CK to speak to team and report back on when an update will be available.</p> <p>Directors noted the content of the report.</p>
<p>9.</p>	<p>05_24 Project 2030</p> <p>IS provided an overview of the report noting 2023/24 actions are on track with the £500k savings requirement already out of the budget with a surplus position.</p> <p>He highlighted the Transformation Workshops which were held in January 2024 had identified 150 potential options for the next phase. Of the £500k savings required by Angus Council in 2024/25, we are already in a position to</p>

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	<p>achieve £415k through increased bACTIVE membership and the removal of some unused posts within the establishment. Identified options are being categorised into a list of priorities to meet the additional £85k through driving up income rather than focusing on reduction of costs.</p> <p>Action: IS to bring list of priority items to Strategic Development Session on Friday 15 March 2024.</p> <p>There was conversation about the situation at Glen Doll and the plans for future operations at this site. CK confirmed we are likely to receive the same funding from Cairngorms Nation Park Authority for the next year and we will review different options for implementation in future years.</p> <p>Directors discussed how the revised Service Level Agreements with Angus Council can be structured so there is an objective way for ANGUSalive to deliver outcomes as they see fit.</p> <p>RF highlighted whilst ANGUSalive must focus on increasing income generating activities, we must remain cognisant of our charitable status and must continue to pursue our charitable purposes. Although we can pursue trading activities to support the charitable activity, these should not be the main purpose and driver of the organisation.</p> <p>Directors noted the content of the report.</p>
10.	<p>AOCB</p> <p>AG noted conversations about the Scout Hut at Monikie are progressing and highlighted ANGUSalive are involved in these meetings.</p> <p>AG requested the term Masterplan be removed from reports and Business Plan concerning the redevelopment of the Country Parks as this does not accurately reflect the document produced.</p>
11.	<p>Date of next meeting</p> <p>Friday 19 April 2024</p>