

ANGUSalive

NOTE of MEETING of the Board of Directors of ANGUSalive held at 4.00pm on Wednesday 09 November 2016 at the Meffan Museum, West High Street, Forfar.

Present:

Name	Title	Initial
Councillor Jeanette Gaul	Council Director (Chairperson)	JG
Councillor Bill Duff	Council Director	BD
Councillor Colin Brown	Council Director	CB
Kenneth Fraser	Independent Director (Vice Chairperson)	KF
Hannah Whaley	Independent Director	HW
David Moore	Independent Director	DM
Ken McKay	Independent Director	KM
Sandra Ross	Independent Director	SR
Kirsty Hunter	Chief Executive	KH
Colin Knight	Senior Manager Sport and Leisure	CK
Iain Stevens	Senior Manager Business Management and Development	IS
Fiona Dakers	Senior Manager Libraries Customer and Culture	FD
Sheona Hunter	Company Secretary	SH
Kevin Lumsden	Angus Council Finance Manager	KL
Lesley Hadden	Personal Assistant	LH
Stewart Ball	Angus Council Client Representative	SB
Allan Munn	Internal Audit Manager	AM
Cathie Wyllie	Henderson Loggie	CW
Apologies:		
Councillor Paul Valentine	Council Director	PV
Ian Lorimer	Head of Corporate Improvement & Finance	IL

Councillor Jeanette Gaul in the Chair.

ACTION NOTE/PLAN

Item No	Note	Timescale	Officer Responsible
1.	<p>Welcome & Apologies</p> <p>JG and other members of the Board welcomed Sandra Ross to the meeting and introductions were made.</p> <p>Apologies were received from Cllr Paul Valentine and Ian Lorimer</p> <p>JG requested agreement to introduce Exempt Reports 62_16 & 63_16. All agreed, the reports were distributed and time provided to read the two reports.</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>A non-financial declaration of interest was made by Cllr Jeanette Gaul for Exempt Report 62_16 at the start of the meeting.</p> <p>Cllr Colin Brown declared an interest in Exempt Report 63_16 before the report was tabled during the meeting.</p>		
3.	<p>Minutes of Meeting on Thursday 15 September 2016</p> <p>The Directors approved the minutes of the above meeting.</p> <p>Proposed as an accurate reflection of the meeting by KF and seconded by HW.</p>		

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4.	<p>Matters arising from Minute of Meeting on Thursday 15 September 2016</p> <p>KH confirmed a date for Board members to visit Sport Aberdeen had been proposed. Date to be issued to Board Members. Availability to be provided by return.</p> <p>KH updated a meeting with Chief Executive for Dundee Culture and Leisure is being arranged for January 2017 with Board Meeting to be set up thereafter.</p> <p>KF requested a progress update on the Risk Register. IS advised engagement with Angus Council.</p> <p>KH provided update on the proposed Finance and Governance Sub-Committee. Report to be presented at the 12 January 2017 Meeting.</p> <p>JG requested that the updated remit for this group be brought back to the next meeting with a view to getting the sub group set up.</p> <p>KM provided update on Arbroath Bowling Hub Meeting.</p>	January 2017 Board Meeting	KH
5.	<p>Nomination Committee Recommendation</p> <p>JG advised the Nominations committee recommend the appointment of Sandra Ross to the ANGUSalive Board of Directors.</p> <p>JG and other members of the Board welcomed Ms Ross to the meeting and introductions were made.</p>		
6.	<p>52_16_Internal Audit Annual Plan Progress Report</p> <p>The Board noted the progress made in the completion of the ANGUSalive annual</p>		

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	<p>internal audit plan and the outcome of the Monitoring audit.</p> <p>Five (5) recommendations to strengthen and improve the control environment were presented and accepted by management and will be implemented within 6 months</p> <p>The Board further noted the latest revision of the Internal Audit Charter.</p>		
7.	<p>53_16 Finance Update</p> <p>The Board noted progress on a number of financial matters including: 2015/16 annual accounts; debt outstanding; 2016/17 budget monitoring; and various financial system related matters.</p> <p>Issues continue with the new Merchant ID numbers which will allow card payment income to be processed direct to the ANGUSalive bank accounts. Capita have been unable to identify and resolve underlying issues related to the new merchant id number. To be escalated by KL from today's Board meeting.</p> <p>The Direct Debit collection at the start of October 2016 saw 155 "no instruction" errors, which was down by 55 % from the previous month and a further 73% by November.</p> <p>The Vat return for quarter two (2) was approved by the Chief Executive on 31 October 2016. The return was submitted electronically via the HMRC on-line portal by the Finance Adviser on 02 November 2016. The payment due to HMRC will be collected by HMRC via Direct Debit on 10 November.</p> <p>Regular reporting of outstanding debtors will be presented to the Board on a regular basis. JG requested development to the Outstanding Debtor section with in the Finance update to include the type of debtor to allow the Board to assess trends.</p> <p>KH highlighted issues exposed during the audit and final accounts process had been addressed and corrective action had been taken to allow the Audit and Accounts to be finalised.</p> <p>KL advised the accounts and associated audit report were to be discussed as a</p>	January 2017	KL

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	<p>separate item on the agenda where the Board will be asked to review and approve the accounts to allow submission to Companies House. Submission deadline is 27 November 2016.</p> <p>KL provided a summary on the 2016/17 projected outturn against budget position for Angus Alive as a whole (i.e. combined Charity / Trading), based on actual income received / expenditure incurred up to 31 August 2016.</p> <p>KH provided a verbal update on the financial performance illustrated within the Report.</p>		
8.	<p>54_16 Annual Accounts</p> <ul style="list-style-type: none"> • Accounts 2016_57513912 • Angus Alive – Audit Findings Report • Angus CLT Trading Limited • Charity Profit Reconciliation • Trading sub profit Reconciliation <p>The Board noted the content of Report 54_16 and considered and reviewed the accounts, audit report and findings.</p> <p>The Board reviewed and approved the letter of representation, the cover letter and approved the accounts for signature and thereafter submission to Companies House.</p> <p>It was proposed and agreed the signing of the accounts would take place at the conclusion of the Board meeting.</p>		

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9.	<p>55_16_Safety Health and Wellbeing Performance</p> <p>The Board noted performance information contained within Report 55_16 in relation to Safety, Health and Wellbeing.</p> <p>The Board agreed no changes are required to the content or presentation of information for future meetings.</p>		
10.	<p>56_16_Sickness Absence Performance</p> <p>The Board noted performance information contained within Report 56_16 in relation to Sickness Absence.</p> <p>The Board agreed no changes are required to the content or presentation of information for future meetings.</p>		
11.	<p>57_16_Annual Report</p> <p>Report not presented.</p> <p>KH advised the Board are to be issued the first ANGUSalive annual report for the initial trading period of 01 December 2015 to 31 March 2016 via email for review.</p> <p>CW requested Henderson Loggie are consulted to validate the figures contained in the Annual Report before publication.</p>	As soon as possible	KH/CW
12.	<p>58_16_Libraries Customer and Culture Information Advisors</p> <p>The Board noted the actions taken to examine the staff model for Information Advisors in Libraries, Customer & Culture and to address the shortfall in budget in 2015/2016.</p> <p>The Board further noted the investment bid submitted to attempt to secure sufficient</p>		

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	<p>base budget for Libraries, Customer & Culture Information Advisors in future years.</p> <p>The Board requested a further report be provided with respect to future staff modelling and budget management.</p>	<p>March 2017 Board Meeting</p>	<p>FD</p>
<p>13.</p>	<p>59_16_ Complaints & Compliments</p> <p>The Board considered and noted the performance information contained within Report 59_16 in relation to customer complaints and compliments.</p> <p>SR offered to share the process her organisation uses for elected member complaints.</p>	<p>January 2017</p>	<p>SR/KH</p>
<p>14.</p>	<p>60_16_ Forfar Community Campus Update</p> <p>The Board considered the construction update contained within the report and noted and agreed the proposed opening arrangements.</p>		
<p>15.</p>	<p>61_16_ Key Performance Indicators</p> <p>The Board considered the performance information contained within report 61_16 in relation to Key Performance Indicators.</p>		
<p>16.</p>	<p>Policy Conversion</p> <p>The Board noted the following policies and Procedures:</p> <ul style="list-style-type: none"> • Performance at Work • Return to work Discussion Guidance for Mangers • AA_OP_07 Sickness Absence Procedure <p>The Board approved the amendment to the Policy - Return to work discussion following a stress related absence.</p>		

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	<p>The Board agreed to a visit from Argyll and Bute as a fact finding mission in the setup of their own Charitable Trust.</p> <p>**SH Resolution for Angus CLT Director.</p>		
16.	<p>Date of Next Meeting</p> <p>Thursday 12 January 2017</p> <p>Carnoustie Library, 21 High Street, Carnoustie DD7 6AN</p>		