

ANGUSalive

NOTE of MEETING of the Board of Directors of ANGUSalive held at 9:30am at Brechin Community Campus on Thursday 14 December 2017.

**Present:**

<b><i>Name</i></b>		<b><i>Title</i></b>	<b><i>Initial</i></b>
<b>Kenneth</b>	<b>Fraser</b>	<b>Independent Director - Chairperson</b>	<b>KF</b>
<b>Hannah</b>	<b>Whaley</b>	<b>Independent Director – Vice Chairperson</b>	<b>HW</b>
Bill	Duff	Council Director	WD
Colin	Brown	Council Director	CB
David	Cheape	Council Director	DC
Braden	Davy	Council Director	BD
David	Moore	Independent Director	DM
Sandra	Ross	Independent Director	SR
Fiona	Dakers	Senior Manager Libraries Customer and Culture	FD
Lesley	Hadden	Executive Management Team Personal Assistant	LH
Kirsty	Hunter	Chief Executive	KH
Colin	Knight	Senior Manager Sport and Leisure	CK
Iain	Stevens	Senior Manager Business Management and Development	IS
Kevin	Lumsden	Angus Council Finance Manager	KL
Cathie	Wylie	Internal Auditor	CW

**Apologies:**

Sheona	Hunter	Company Secretary	SH
Ian	Lorimer	Angus Council - Head of Corporate Finance	IL
Stewart	Ball	Angus Council Client Representative	SB
Ken	McKay	Independent Director	KM

Item No	Note
1.	<p><b>Welcome &amp; Apologies</b></p> <p>KF welcomed everyone to the meeting.</p> <p>Apologies were received from Ken McKay, Stewart Ball, Sheona Hunter and Ian Lorimer</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.</p> <p>No declarations were made.</p>
3.	<p><b>Minutes of Meeting on Wednesday 18 October 2017</b></p> <p>The Directors approved the minutes of the above meeting.</p>
4.	<p><b>Matters arising from the Minute of Meeting on Wednesday 18 October 2017</b></p> <p>There were no matters arising from the meeting on Wednesday 18 October 2017</p>

Item No	Note
5.	<p><b>Chief Executive Update</b></p> <p><b>Barclay Report</b> KH advised the Scottish Government have confirmed recommendation 24 from the Barclay Report is not to be implemented.</p> <p>The strength of representation from Sporta Scotland/Vocal and trusts during consultation with the Cabinet Secretary since the publication of the Barclay Report had been an important part of the decision making process. Significant support was received from partners, sportscotland, Creative Scotland, Museums Galleries Scotland, SLIC and others.</p> <p>KH confirmed this announcement will enable ANGUSalive and other charitable trusts across Scotland to continue delivering against the cultural, sport and leisure objectives shared with national Government and Councils locally. The team at ANGUSalive will continue 'changing lives by inspiring healthy, active and creative lifestyle choices'.</p> <p><b>Angus Council and ANGUSalive leadership Meeting</b> An initial meeting between Angus Council and ANGUSalive leadership was held in the ANGUSalive Board Room, St Margaret's House on 27 November 2017.</p> <p>KH confirmed the Board of Directors were seeking to establish a partner engagement process with Angus Council in order that we work together to plan and improve future delivery of services to the communities of Angus.</p> <p><b>FCC Official Opening</b> The Official Opening of Forfar Community Campus was held on Friday 8 December 2017.</p> <p><b>Panto</b></p> <p>KH extended a thank you to all who attended the Panto and after party on Saturday 9 December 2017.</p> <p><b>William Lamb Studio</b> At a meeting of William Lamb sub-committee there was a useful conversation about the future of the entity which involves Angus Council, Angus Alive and Montrose Common Good Fund.</p>

Item No	Note
	<p>ANGUSalive have examined the current direct running costs of the centre and this will be discussed at the next Angus Council meeting concerning Common Good approval to be held in January 2018.</p> <p><b>SPORTA Scotland Conference – Monday 13 – Tuesday 14 November 2017.</b></p> <p>Sporta Scotland conference was held at the Dalmahoy and was attended by Chair, Vice-Chair, the Chief Executive and Senior Managers. The two day conference was attended by 100 trust delegates and 25 external delegates/guests and business partners which ensured a great networking and social event.</p> <p>Presentations from the conference were delivered by Colin Mair and Derek Grieve (on behalf of the CMO).</p> <p><b>Organisational Review</b></p> <p>KH advised the first meeting of the organisational review steering group was held on Tuesday 12 December 2017 at Forfar Community Campus.</p> <p>The Organisational Review Steering Group performs a similar although a more strategic level role for the overarching activities to ensure a consistency in approach across the Service Review Teams and to monitor progress across all areas of the Trust.</p> <p>KH advised the steering group agreed Phase 2 would commence January 2018 and requested approval from the Board.</p> <p>The Board unanimously agreed.</p> <p>SR enquired as to whether Change Workshops will be available for employees. KH agreed to follow up outwith the Board Meeting.</p> <p><b>bACTIVE Changes</b></p> <p>KH highlighted that with the introduction of the new system a review our bACTIVE membership has been carried out and confirmed a letter was issued to members advising of changes to the bACTIVE membership, when they will happen and how they affect their membership. The changes are effective from 13 December 2017 and there will also be changes to our family membership from 1 January 2018. The changes to Sports hall/ pitch use for sports</p>

ANGUSalive

Item No	Note
	<p>such as 5-a-side, 7-a-side, basketball, bring us in line with other charitable trusts in Scotland.</p> <p>KH advised as a charitable trust, ANGUSalive joins a network of leisure and culture trusts across Scotland none of which include sports hall/ pitch use in their memberships As part of this ambition to engage with our customers differently, we have adopted a new single integrated solution across all of our services which will enable customers to book online for activities and manage their account online.</p> <p><b>Legend</b></p> <p>The Legend “Go Live” on Wednesday 13 December 2017 was successful with a smooth implementation. Carnoustie &amp; Monifieth High School pools will be installed on Thursday 14 December 2017.</p> <p>Employees are looking forward to the benefits the new system will bring to the employee and customer experience.</p>
6.	<p><b>55_17_ Finance Report</b></p> <p>The Board noted the content of report 55_17.</p> <p>KL advised as at 31 October 2017 the majority (78.3%) of outstanding debtor value is in the 91 to 180 day band.</p> <p>KL confirmed the Board the gift aid amount was transferred between the respective bank accounts on 26 October 2017.</p> <p>KL advised the accounts for both the main charity and the trading subsidiary were lodged by Henderson Loggie with Companies House on 9 November 2017 and were published on the Companies House website on 13 November 2017.</p> <p>KL confirmed the corporation tax return CT600 and computation for the year ended 31 March 2017 have been completed and request WD sign the Internet Service CT600 Declaration. The CT600 is required to be filed by 31 March 2018.</p> <p>KL requested permission from the Board to allow Dawn Johnston, Finance to attend Board meetings to both cover for the Finance Advisor in his absence and also as a developmental opportunity.</p>

ANGUSalive

Item No	Note
	<p>KF confirmed his full support of the request and the Board unanimously agreed.</p>
<p><b>8.</b></p>	<p><b>56_17_ Internal Audit Annual Plan Progress Report</b></p> <p>The Board noted the position with completion of outstanding level 1 actions and the progress in the completion of the ANGUSalive annual internal audit plan for 2017/18</p>
<p><b>9.</b></p>	<p><b>57_17_Procurement Report_ Final</b></p> <p>The Board noted the content of report 57_17</p> <p>CW advised there are 6 recommendations contained within the report, with 5 regarding operational controls and 1 for design control. There are one priority 2, three priority 3 and one priority 4 operational controls. The design control is priority 3.</p>
<p><b>10.</b></p>	<p><b>58_17_ Contracts Awarded Under Delegated Authority and Exemptions</b></p> <p>The Board noted the contracts granted and exemptions approved for the period December 2015 – September 2017.</p> <p>The Board approved the Chief Executive to formally review ANGUSalive’s Financial Regulations and make recommendations to the Board for consideration at the next Board meeting.</p> <p>IS advised this report will now be presented to the Board for review and noting every six months.</p>
<p><b>11.</b></p>	<p><b>59_17_ Sickness Absence Performance</b></p> <p>The Board noted performance information for quarter 2 in relation to sickness absence.</p>
<p><b>12.</b></p>	<p><b>60_17_ Safety Health &amp; Wellbeing Performance</b></p> <p>The Board noted performance information for quarter 2 in relation to safety, health and wellbeing.</p>

Item No	Note
13.	<p><b>61_17_Ccompliments and Complaints</b></p> <p>The Board noted performance information for quarter 2 in relation to compliments and complaints.</p>
14.	<p><b>62_17_ Holiday Activities Information Report</b></p> <p>The Board noted the information contained within report 62_17 regarding the Holiday Activities which took place during 2017 school holiday periods across ANGUSalive.</p> <p>CK advised further details have been shared with all Facility Managers to allow them the opportunity to review attendance figures and influence the planning of efficient and innovative future holiday activity programmes.</p> <p>KF requested additional performance data is included within the 2018 report to ensure ANGUSalive’s Strategic Objectives, outcomes and charitable objects are being met.</p> <p>KH advised the introduction of the new management system will enable the collation of additional performance data.</p>
15.	<p><b>ANGUSalive New Policies and Policy Conversion</b></p> <p>The Board considered and approved the changes made to the Customer Charter.</p>
16.	<p><b>Annual Report</b></p> <p>The Board considered and approved the annual report for 2017/18.</p> <p>DC congratulated the Chief Executive and the team on the quality of the Annual Report stating it was a very informative document which provides a really good balance of information. The format and content is something to be very proud of.</p>
17.	<p><b>Any other competent business</b></p> <p>DC requested a full financial report on Webster Memorial Theatre pantomime be brought to the Board meeting in February 2018.</p>

ANGUSalive

Item No	Note
	<p>HW advised the Finance and Audit Sub Committee would discuss in January.</p> <p>DC requested an update on paintings previously in Carnoustie Library. FD to provide DC with additional information with regards to two enquiries we received about the paintings in Carnoustie Library.</p> <p>CK highlighted the ANGUSalive Sports Awards nomination process was now open and requested Board Members to encourage groups, clubs and/or individuals they know to make nominations. Nominations close Friday 5 January 2018.</p> <p>LH requested the Board further discuss the 2018 meeting schedule to allow meeting requested to be issued as soon as possible.</p>
18.	<p><b>Date of Next Meeting</b></p> <p><b>Friday 23 February 2018</b></p>