

ANGUSalive

NOTE of MEETING of the Board of Directors of ANGUSalive held at 4.00pm Forfar Community Campus, Forfar on Wednesday 18 October 2017.

Present:

<i>Name</i>		<i>Title</i>	<i>Initial</i>
Kenneth	Fraser	Independent Director - Chairperson	KF
Hannah	Whaley	Independent Director – Vice Chairperson	HW
Bill	Duff	Council Director	WD
Colin	Brown	Council Director	CB
David	Cheape	Council Director	DC
Ken	McKay	Independent Director	KM
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
Stewart	Ball	Angus Council Client Representative	SB
Kevin	Lumsden	Angus Council Finance Manager	KL
Cathie	Wylie	Internal Auditor	CW
David	Taylor	Henderson Loggie	DT
Apologies:			
Sheona	Hunter	Company Secretary	SH
Ian	Lorimer	Angus Council - Head of Corporate Finance	IL
Braden	Davy	Council Director	BD

Item No	Note
1.	<p>Welcome & Apologies</p> <p>KF welcomed everyone to the meeting.</p> <p>Apologies were received from Cllr Braden Davy, Sheona Hunter and Ian Lorimer</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>
3.	<p>Minutes of Meeting on Thursday 24 August 2017</p> <p>The Directors approved the minutes of the above meeting.</p> <p>FD highlighted information about the NESFLAG bid for Signal Tower Museum is incorrect – some of the items listed are not contained in the EOI. LH to amend the minute and re-issue.</p>
4.	<p>Matters arising from the Minute of Meeting on Thursday 24 August 2017</p> <p>Organisational Review</p> <p>KH advised the initial list of tasks for each post had all been transferred to the digital template and had been sent to employees for verification.</p> <p>A series of Sign off sessions had been arranged to allow the information to be reviewed and verified by line managers.</p>

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	<p>Employee Forum</p> <p>The Employee forum group has agreed its Terms of Reference and appointed a chair and secretary.</p> <p>Representatives of the Employee Forum have now met on three occasions. The notes of the meetings are available for all employees on the ANGUSalive SharePoint area and on the Organisational Notice Boards.</p> <p>The review teams are underway and meetings are being scheduled for these teams to meet.</p> <p>The service review teams will gather information about current service delivery within ANGUSalive, gather information about national delivery and developments where relevant, review all the information gathered during the information gathering workshops, review Ideas List contributions related to their review and identify any other information that is relevant to their review.</p> <p>The teams will analyse information, identify options, and complete an options appraisal in order to make a recommendation to the Steering Group. The union rep has been confirmed.</p>
5.	<p>Chief Executive Update</p> <p>Carnoustie Library Opening KH confirmed the library opened on Monday 4th September 2017 with the official opening celebration on Saturday 09 September. DC commended the staff for their hard work.</p> <p>Montrose Library Decant Preparation works have begun immediately to ensure continuity of library provision for ANGUSalive customers within Montrose Registrar Office from October 2017 until summer 2018.</p> <p>Brechin Community Campus To celebrate the launch of the Brechin Community Campus climbing wall, 'ANGUS Rocks' which is sponsored by Mackie Motors an invite was extended for people to come along to the Campus to try a host of activities including: basketball, athletics, football, rugby and climbing wall sessions. Pre-booking for this event was not required as places were offered on a first-come, first-served basis and generated over 700 visits to the Campus.</p>

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	<p>Barclay Report KH highlighted a report has been submitted to the Scottish Government on non-domestic rates. The Barclay Report contained recommendations which includes facilities that are part of an Arms Length External Organisation (ALEO) should be paying into the rates system.</p> <p>ANGUSalive, other trusts across Scotland and SPORTA (the national association of leisure and cultural trusts) are monitoring the situation and we will keep the ANGUSalive Board of Directors informed of any developments.</p> <p>KH further highlighted the Scottish Government are to still to consider the content of the report.</p> <p>SPORTA Executive Committee Executive Group met to agree the way forward and to finalise the next steps at a joint Sporta Scotland/VOCAL Executive meeting.</p> <p>Brueghels - Arbroath library The Adoration of the Magi and Saint John the Baptist Preaching in the Wilderness are on display in Arbroath library and KH highlighted the painting would be the focus of "Britain's Lost Masterpieces" to be aired on Channel 4 18 October 2017.</p> <p>Legend Customer Conference KH and Carol Petrie, Project Manager, attended the Legend Customer Conference at the Birmingham NEC on Tuesday 10 October 2017. The conference provided KH & CP an opportunity to meet with other Trusts who currently use legend. Presentations included GDPR / Information Security – Threats and Actions, Services offered State of the Art Websites, Latest Advances in Self Service Technology.</p> <p>THE Go Live date is scheduled for Mid-December with the online offering for members in February 2018.</p> <p>Leisure & Culture Stakeholders Meeting A meeting was held will stakeholders across the leisure and culture sector of the Sporta/Vocal strategy to understand views around the proposed move by the Scottish Government plans to scrap rates relief. The views will the shape a presentation to be made to the Cabinet Secretary</p>

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	<p>.</p> <p>The meeting considered the value of public facilities and services within trusts and the potential impact of those facilities and services being reduced. A wide range of data was collected on how these services support much of the government's aims in improving physical and mental health across all ages.</p>
<p>6.</p>	<p>Branding Update</p> <p>Deferred to allow more time for item 51_17</p>
<p>7.</p>	<p>Report 49_17 Internal Audit Annual Plan Progress Report</p> <p>The Board noted the progress in the completion of the ANGUSalive annual internal audit plan and the position with completion of outstanding level 1 actions for 2017/18</p> <p>The Board further noted updates to the Internal Audit Charter approved by Angus Council's Scrutiny & Audit Committee on 26 September 2017.</p> <p>CW advised due to a miscommunication the Review of Procurement Processes and Expenditure report was not attached.</p> <p>The Board unanimously agreed to the report being circulated via email.</p>
<p>8.</p>	<p>Report 50_17 Finance Update</p> <p>The Board noted the content of Report 50_17</p> <p>KL advised the BACS processing facility for the Trading Company is now in place. Creditor payments for the Trading Company will now follow normal protocols and will processes through the Purchase Ledger system rather than by faster payments.</p> <p>KL highlighted the outstanding debt position as at 31 August 2017. The majority is due by Angus Council with 2 out of the 28 Council invoices in that band. Both of these invoices are for quarterly charges for Education usage of dual use facilities.</p> <p>The Board further noted the 2016/17 year end position and annual accounts.</p>

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9.	<p>Report 51_17 Annual Report & Accounts and Associated Audit</p> <p>DT provided the Board with an overview of information relating to the annual accounts and audit of ANGUSalive and the Trading Subsidiary for financial year 2016/17.</p> <p>The Board noted the content of report 51_17 and considered and reviewed the annual report and accounts and audit report and findings.</p> <p>The Board furthermore reviewed and approved the cover letter and letter of representation and approved the accounts for signature and thereafter submission to Companies House and the Office of the Scottish Charity Regulator (OSCR).</p> <p>DT provided a summary of audit and accounting issues encountered during the audit however and advised action plans were now in place to improve processes.</p> <p>KL highlighted although significant improvements were made from the previous year's audit the complex nature of providing information to the external auditor in a timely fashion has proven to be very challenging. The audit however was concluded within the appropriate deadlines.</p> <p>The Board agreed to the scheduled of meeting for 2018 would take into consideration the Audit timings.</p> <p>KL requested a meeting of the Finance Sub-Committee be considered to review the annual accounts and audit prior to the Board meeting.</p>
10.	<p>Report 52_17 Sporta Membership</p> <p>The Board noted ANGUSalive affiliation to Sporta as a full member and agreed ANGUSalive conform to the Sporta Charter of Integrity.</p>
11.	<p>Report 53_17 ANGUSalive Volunteer Policy</p> <p>FD advised the Board the ANGUSalive Volunteer Policy will establish guidance for employees to ensure a consistent approach to volunteering across the organisation and this guidance will enable services to recognise and take full advantage of opportunities for volunteer engagement.</p> <p>FD highlighted the ANGUSalive Volunteer Policy had been reviewed by our HR support service.</p> <p>ANGUSalive Board approved on the basis that PVG advice was taken from HR based on previous feedback from</p>

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	<p>Disclosure Scotland in the writing of the strategy, and the volunteer management procedures document for ANGUSalive staff must make it explicit for our staff that volunteers cannot be left in regular charge of children or vulnerable adults, the document should define what “regular” means, and our staff must tell us if they feel there is a role that has developed to such an extent that regular lone working with vulnerable adults or children has become integral to the volunteer role and that it would now require PVG or immediate review.</p>
<p>12.</p>	<p>Report 54_17 Macmillan Cancer Support Partnership with ANGUSalive Sport & Leisure</p> <p>CK advised ANGUSalive have had an excellent partnership with Angus Activity Programme for People with Long Term Conditions and the NHS since 2004 and the Macmillan Move More project is an opportunity to expand our service to provide residents of Angus who are affected by cancer information, support and options to increase their activity levels in a safe and welcoming environment.</p> <p>The Move More ANGUSalive programme will be free to participants for the 3 year duration of the project and at the end of the project, ANGUSalive will work with Macmillan to secure the best possible legacy outcomes within resource available at that time.</p> <p>CK highlighted the Terms and conditions of the partnership agreement were currently being reviewed by Angus Council’s Legal & Democratic Services team who had indicated there were no issues within the agreement.</p> <p>The Board approved the project agreement and the project/fixed term service agreement and noted the financial and resource implications.</p>
<p>13.</p>	<p>ANGUSalive Policy and Document Conversion</p> <p>Amendments to the following policy were approved by the Board.</p> <ul style="list-style-type: none"> • Early Retiral and Voluntary Redundancy Scheme
<p>14.</p>	<p>Any other competent business</p> <p>Nil</p>

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15.	Date of Next Meeting Thursday 14 December 2017