

ANGUSalive

NOTE of MEETING of the **ANGUSalive BOARD** held at The Reid Hall on Wednesday 20 July 2016 at 4.00pm

Present:

Name	Title	Initial
Councillor Jeanette Gaul	Council Director (Chairperson)	JG
Councillor Bill Duff	Council Director	BD
Councillor Colin Brown	Council Director	CB
Councillor Paul Valentine	Council Director	PV
Kenneth Fraser	Independent Director (Vice Chairperson)	KF
Hannah Whaley	Independent Director	HW
Ken McKay	Independent Director	KM
Kirsty Hunter	Chief Executive	KH
Colin Knight	Senior Manager Sport and Leisure	CK
Dawn Johnston	Senior Accountant	DJ
Lesley Hadden	Executive Management Team Personal Assistant	LH
Sheona Hunter	Company Secretary	SH
Stewart Ball	Angus Council Client Representative	SB
Allan Munn	Internal Audit Manager	AM
Apologies:		
Kevin Lumsden	Angus Council Finance Manager	KL
Iain Stevens	Senior Manager Business Management and Development	IS
Fiona Dakers	Senior Manager Libraries Customer and Culture	FD

Councillor Jeanette Gaul in the Chair.

ACTION NOTE/PLAN

Item No	Action	Timescale	Officer Responsible
1.	<p>Welcome & Apologies</p> <p>JG introduced and welcomed Cllr Paul Valentine to the Board.</p> <p>Apologies received from Iain Stevens, Fiona Dakers and Kevin Lumsden.</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 Meeting on Thursday 26 May 2016</p> <p>The Directors approved the minutes of the above meeting</p> <p>Proposed as an accurate reflection of the meeting by HW and seconded by KF.</p>		
4.	<p>Matters Arising from Board Meeting on Thursday 26 May 2016</p> <p>Provision of additional Swimming Lessons at CHSP & MHSP</p> <p>CK notified the Board on the introduction of two (02) additional lessons to the programme at Carnoustie and Monifieth High School Pools from August 2016. These lessons will enable progression of present attendees and generate additional spaces for those on the Learn to Swim Programme waiting list.</p> <p>The Board noted further investigation is required on the feasibility of offering lessons after school following the October school holidays.</p>		

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	<p>HR Training JG requested Board training in Disciplinary Processes, including dismissal and appeals process, be progressed as soon as possible.</p> <p>Training for Board Members by Organisational Development JG enquired about the creation of the Board skills mix matrix and status of training for the Board of Directors which was offered by Angus Council (AC) Organisational Development.</p> <p>KH advised that AC Organisational Development team should at present be contacting Board Members directly to confirm dates.</p> <p>HW, KM, KF confirmed initial contact had been made but advised no firm dates to meet had been agreed.</p> <p>JG requested this is followed up immediately.</p>		
5.	<p>32_16 Internal Audit Annual Plan Progress Report</p> <p>AM presented Report 32_16 to the Board.</p> <p>The Board noted the timeline and current progress of the Internal Audit 2016/17 Annual Plan.</p> <p>JG asked for confirmation on the timeline reports would be presented to ANGUSalive and Angus Council.</p> <p>AM stated the Financial Health Check and Governance reports would only be presented to the ANGUSalive Board. The Monitoring Report is a joint report which will be presented to the ANGUSalive Board prior to being presented to the AC Scrutiny & Audit Committee.</p>		

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6.	<p>Report 33_16 Brechin Community Campus (Phase 2) and Forfar Community Campus</p> <p>The Board noted the current position of Phase 2 of Brechin Community Campus (BCC) and Phase 1 of Forfar Community Campus (FCC)</p> <p>CK informed the Board the funding bid had been approved by Sportscotland and paper work is with Angus Council, as owners of the building and land, to complete the next steps of the process.</p> <p>JG enquired about 3G Pitch. KM provided background on funding raised to enable the erection of the 3G MUGA and asked for it to be noted that the Group are given recognition for their efforts. Without this fundraising and a contribution from the Common Good Fund the enhanced facilities would not be available.</p> <p>KF requested robust employee costs for 16/17 and 17/18 for both BCC and FCC.</p> <p>KH advised additional employee costs for FCC is unlikely as two (02) facilities are being brought together, unlike BCC where additional employees were required.</p> <p>KH advised all recruitment requests are presented for approval by the Senior Management Team.</p> <p>BD requested clarification on the Ethos Group. CK explained the Campus Ethos Groups were established to ensure that the integrated services provided within the Campus facilities were governed by an agreed vision and set of values guaranteeing innovative ways of working.</p> <p>KM questioned if a Board Member should represent ANGUSalive at the Ethos Group meetings. CK confirmed ANGUSalive are an active part of the group. Archie Dick, Principal Officer Sport & Leisure, Mark Nisbet, Lochside Leisure Centre Facility Manager and Barry Stirling, BCC Facility Manager, all represent</p>		

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	<p>ANGUSalive at present.</p> <p>KM requested feedback from Ethos Group meeting is provided to Board Members.</p> <p>CK extended an invite to all Directors to a community engagement session being held at The Reid Hall, Forfar on Tuesday 23 August. Drop in sessions have been organised to increase understanding of the campus facilities and activities.</p> <p>KH advised Dave Smith, Project Manager, FCC, had extended an invite to all Board members to view the progress on the Forfar Project. Board members agreed dates for November are presented at the September Board Meeting.</p>		
7.	<p>Report 34_16 Dragon Matrix 2016</p> <p>The Board noted the name change and current status of preparations for Dragon Matrix 2016.</p> <p>HW expressed concern the impact of the recent Pokemon Go phenomenon could have a detrimental effect on the event this year and questioned what ANGUSalive were doing to ensure there is no impact on ticket sales.</p> <p>CK confirmed 2016 sees the event take some brilliant new twists and turns and will be brighter, bolder and more daring to attract both our returning and new audiences.</p> <p>KH advised ticketing was one of the biggest challenges for the event in 2015. A great deal of work has been carried out by the team to complete the introduction of a new online portal for the purchase of event tickets.</p> <p>CK confirmed ANGUSalive's contribution to this years event was £15,000 and this was secured from a carry forward from 2015-16 budget.</p> <p>BD questioned the long term plan and enquired if the event would be self-funding in future years.</p>		

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	<p>KH advised there is an agreement with the supplier to operate a defined exclusion zone to prevent Dragon Matrix being offered in another location in close proximity of Monikie Country Park. In addition ANGUSalive will receive royalties from any future productions held out with Angus.</p>		
<p>8.</p>	<p>Report 35_16 Finance Update</p> <p>DJ presented report 35_16</p> <p>Merchant Services provider (Capita) have resolved system interface issues which were preventing ANGUSalive card payment income being processed direct to the ANGUSalive bank accounts.</p> <p>The bulk change letters were issued on 13 July 2016 and the first collection of Direct Debits direct to the ANGUSalive bank account will now take place on 01 August 2016.</p> <p>KH informed the Board an upgrade of AIM v9 resulted in two issues which caused significant customer and employee impact to ANGUSalive services.</p> <p>Six of the eight Chip & PIN devices within Sport & Leisure Centres displayed the decimal point on the screen in the wrong location. Customer card payments could therefore not be taken until the issue was resolved. The facilities still experiencing issues are due to have a long term fix by Friday 22 July.</p> <p>KH advised ACCESS offices were also impacted with over 2000 transactions needing to be processed manually.</p> <p>KH to submit a Report at the September Board Meeting outlining the key challenges, resolution timelines, impact to customers and/or services and actions taken to prevent a re-occurrence.</p> <p>DJ highlighted an operational surplus of £318,000 had been achieved for the 4 months of operation from 01 December 2015 - to 31 March 2016.</p>		

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	<p>DJ indicated ANGUSalive's Management Fee will be uplifted further to reflect the 2015/16 underspend on the Angus Council side. Clarification on Quarter 1 financial performance will be presented to the Board in September 2016.</p> <p>External Auditors, Henderson Loggie have begun an audit which will be undertaken over July and August 2016. Further work on the ANGUSalive year-end position is required and the audit of the accounts will be progressed. The intention is to report the audited and finalised accounts for consideration by the Board at the September meeting, prior to formal inclusion in Angus Council's Group accounts.</p> <p>KF questioned whether subsequent inflationary salary increases had been factored into employee costs. DJ confirmed these were built into the Management Fee.</p>		
<p>9.</p>	<p>Report 36_16 Accreditation Scheme for Museums and Galleries in the United Kingdom</p> <p>KH presented Report 36_16</p> <p>The Board noted the current Accreditation status of Museums & Galleries managed by ANGUSalive and observed the projected timeline for the forthcoming Accreditation return.</p> <p>A report will be presented to the September 2016 meeting.</p> <p>Documents will then be presented for consideration by Angus Council Communities Committee at its meeting on 27th September 2016.</p>		
<p>10.</p>	<p>Report 37_16 Public Holidays</p> <p>KH presented Report 37_16</p> <p>The Board noted that there is no change to the St Andrew's Day public holiday</p>		

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	<p>date in 2016 for ANGUSalive staff and approved the public holiday dates for 2017.</p> <p>The Board agreed a report considering the Christmas 2016 and New Year 2017 opening hours will be presented at the September meeting.</p>		
11.	<p>Report 38_16 Mission Statement, Vision and Strategic Aims</p> <p>The Board raised issues with email access had resulted in many of them not receiving the proposed Mission Statement for review and approval.</p> <p>The Board could not reach agreement on Report 38-16 and requested further work is carried out to determine the Mission Statement.</p> <p>KH confirmed Report 38_16 is to be updated with the revised Mission Statement and will be issued to the Board for offline approval.</p>		
12.	<p>Report 39_16 Communications Strategy</p> <p>The Board approved Report 39_16 subject to the Communications Strategy being updated to reflect the agreed Mission, Vision and Strategic Aims contained within the agreed report 38_16.</p> <p>The Board noted a communications plan will be developed.</p> <p>The Board likewise noted the content and agreed the interim Media Protocol and the Social Media Protocol.</p>		
13.	<p>Board meeting Schedule 2017</p> <p>BD highlighted a clash between Local Council Elections and the ANGUSalive Board meeting proposed for 04 May 2017. The Board agreed the meeting would be rearranged for the week prior to the Elections.</p>		

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	<p>BD notified the Board of his disappointment in meetings scheduled for Thursday mornings.</p> <p>JG advised that Board Meetings were scheduled Wednesday late afternoon and Thursday morning on an alternating basis to accommodate the mixed availability of Directors due to their other commitments. It was previously agreed to continue this approach with the new 8-week schedule. Meeting can proceed when the required quorum of Directors are able to attend.</p> <p>BD to check availability and highlight any diary clashes immediately to LH. Once availability is confirmed the dates will be re-issued to reflect the date change for the 04 May 2017 meeting.</p>		
<p>14.</p>	<p>ANGUSalive Policy Conversion</p> <p>The Board noted the following Policy Conversions from Angus Council to ANGUSalive.</p> <ul style="list-style-type: none"> • Anti Bribery • The Recruitment of Ex-Offenders • Secure Handling_Disclosure 		
<p>15.</p>	<p>Any other competent business</p> <p>Recruitment of new Directors</p> <p>JG provided a progress update and advised a decision will be made week commencing 25 July 2016.</p> <p>Sporta Scotland Chairs and CEO Meeting – Update & Aberdeen visit</p> <p>JG and KH provided an update from the recent Sporta Scotland meeting attended by Trust Chairpersons and Chief Executives from across Scotland.</p> <p>An invite has been extended to Board members to visit Sport Aberdeen. All</p>		

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	<p>Directors stated an interest. JG request this is arranged as soon as possible.</p> <p>Scottish Library Information Council – Board Member attendance Wednesday 28 September 2016</p> <p>JG proposed HW attend the Scottish Library Information Council alongside KH & FD. The Board agreed unanimously.</p> <p>JG re-iterated previously agreed arrangements for undertaking requests received for a Director to attend a business meeting of another organisation in their capacity as a Board Member.</p> <p>Directors were asked if any other invitations had been received and needed to be reviewed to confirm if attendance was necessary and who should attend.</p> <p>The Board unanimously agreed all requests for a Board Member to attend meetings, events etc, should be submitted to the Chairperson and copied to LH. The Chairperson will consider all requests and propose an appropriate Board Member to attend.</p> <p>Unveiling the Portrait of Dr Mead – Board Member attendance Saturday 06 August 2016</p> <p>KH provided the Board with background information on the unveiling of the Portrait of Dr Mead and extended an invite to all Directors to attend. BD indicated an interested in representing the Board. All agreed.</p> <p>Wildfowling</p> <p>KH provided background information on the sale of Wildfowling Permits at the Montrose Basin. The Montrose District Wildfowling Association contributes towards administration costs for the sales of Wildfowling permits.</p>		

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	<p>The Board unanimously agreed with no records available to support the current arrangements in place with Montrose Wildfowling Association it could not consent to the continuation of permit sales at an inflated price unless further information is provided.</p> <p>KF requested a full evaluation of the Summer Holiday Programme is presented to the Board at the September meeting.</p>		
16.	<p>Date of Next Meeting</p> <p>Thursday 15 September 2016 9.30am The Webster Memorial Theatre</p>		