

ANGUSalive

NOTE of MEETING of the Board of Directors of ANGUSalive held at 4.00pm Forfar Community Campus, Forfar on Thursday 24 August 2017.

Present:

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

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1.	<p>Welcome & Apologies</p> <p>KF welcomed everyone to the meeting.</p> <p>Apologies were received from Hannah Whaley 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 Wednesday 28 June 2017</p> <p>The Directors approved the minutes of the above meeting.</p> <p>Proposed as an accurate reflection of the meeting by DM and seconded by WD</p>
4.	<p>Matters arising from the Minute of Meeting on Wednesday 28 June 2017</p> <p>KF confirmed the new format for future meetings and extended a development opportunity to the Board where members will be given an opportunity to Chair a part of the meeting presenting normal business reports.</p>
5.	<p>Chief Executive Update</p> <p>Carnoustie BID</p> <p>KH highlighted ANGUSalive abstained from the vote in the Carnoustie Business Improvement District (BID) as previously agreed at the meeting on 24 June 2017 and advised the Board the BID had failed after the scheme failed</p>

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	<p>to win support from local businesses.</p> <p>Management System KH advised the tender submission for the provision of a Management System for ANGUSalive was concluded.</p> <p>ANGUSalive’s evaluation of all tenders received for the contract were finished in accordance with the published evaluation criteria, and the tender submitted by Legend was found to be the most economically advantageous and that the required “standstill period” of 10 days ended on 8 August 2017.</p> <p>KH informed the Board IS and Carol Petrie (CP), Principal Officer, attended a Legend hosted Information Security/GDPR Briefing Events in Glasgow. The events was provided free of charge to Legend customers with an interest and a responsibility for Information Security in their establishment.</p> <p>The event provided guidance and advice as to how leisure industry operators can ensure they meet the new GDPR requirements.</p> <p>KH confirmed a demonstration of the new Legend management system had been arranged for the wider team across all business units.</p> <p>Carnoustie Library Directors and Angus Council’s Communities Committee convenor and vice convenor were offered the opportunity to preview the refurbished Carnoustie Library for an hour from 10:30am on Monday 28th August 2017. KH highlighted the building and interior works are now finished and the library is currently being fitted out with furniture, IT, stock etc. so it won’t be in its final showcase state.</p> <p>KH confirmed the library opens on Monday 4th September 2017 with the official opening celebration on Saturday 09 September where an official invited will be issued to all Board members.</p> <p>Montrose Library KH advised ANGUSalive needs to provide a temporary library service in Montrose for approximately nine (9) months during the capital works for Montrose Library to create a modern, flexible community space. Following an options appraisal of four (4) sites identified as potential decant spaces, ANGUSalive have secured the use of Montrose Registrar Office, 51 John Street, Montrose DD10 8LZ.</p>

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	<p>This site was considered the most suitable after completion of the options appraisal due to it providing best fit for library service provision in terms of the size of space, potential for flexible layout, provision of on-site activity space and learning centre, location within the town, and low requirement for enabling works. An additional benefit of this site is the comparatively low impact on current users and occupiers of the space.</p> <p>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>Organisational Review KH advised four (4) information gathering workshops took place at the Reid Hall in Forfar where over 100 employees attended.</p> <p>The initial list of tasks are currently being sent to employees for their role on a phased basis where they have an opportunity to provide feedback.</p> <p>KH highlighted this information is helping to inform the first phase review teams which are currently being identified. It is anticipated the work of these review teams will commence by the middle of September.</p> <p>KH advised the target date for completion is likely to extend past November 2017. Further information will be provided to the Board at the Development Session to be held on 21 September 2017.</p> <p>Employee Forum The first meeting of the Employee Forum is scheduled for Friday 1 September 2017.</p> <p>During this first meeting the group will consider the purpose of the forum, how it will run and the roles/responsibilities of the representatives. Terms of Reference have been drafted for discussion and agreement at the meeting. To assist facilitate the initial meeting Fiona Dakers, Colin Knight and Iain Stevens from the senior management team will be in attendance.</p> <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)</p>

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	<p>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>Funding Applications</p> <p><u>Mobile Vans</u> ANGUSalive have submitted an application to the Rural Leader Fund. The project will commence if the LEADER bid is successful with the project beginning late 2017 and concluding 2018.</p> <p>An enhanced Mobile Library service will provide a high quality service to rural communities helping to reduce social and rural inequalities amongst all target groups.</p> <p><u>Signal Tower Museum</u> An “Expression of Interest” has been submitted to Fisheries Leader Fund. The project will allow ANGUSalive to open the tower to allow people to view the lighthouse with addition of new telescope.</p> <p>Christmas Opening and Public Holiday KH advised previously recommendations for Christmas and New Year Opening hours and Public Holidays had been presented to the Board for approval. As these reports are considered operational matters KH requested agreement from the Board that consideration and approval was not required unless there was a major change.</p> <p>The Board unanimously agreed.</p> <p>SPORTA KH confirmed the Sporta Scotland Executive Meeting and the Sporta Scotland Network Meeting will be held at Forfar Community Campus on Tuesday 29 August and Wednesday 30 August 2017.</p> <p>Pay and Grading Review ANGUSalive and Angus Council are in talks regarding the relationship between the pay and grading structure of both</p>

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	<p>organisations.</p> <p>KH advised there is a need to confirm if the pay & grading structures need to be the same or if they can be different and the legal status of the Trust seems to be the determining factor.</p> <p>ANGUSalive is not currently included in the scope of the Council's pay & grading review and the Trust may wish to take a different approach depending on whether this is possible. KH highlighted even if ANGUSalive were included in Angus Council's review there may still be specific operational requirements and/or labour market considerations which require some different pay & grading and/or T&Cs arrangements since these can be objectively justified.</p> <p>Members Induction As part of the Elected member induction programme an ANGUSalive overview session was held at Webster Memorial Theatre on Thursday 18 May 2017. KH advised ANGUSalive are now offering a further opportunity to participate in the session as only 14 councillors were able to attend. This will be held in the Reid Hall on Thursday 07 September 2017 starting at 9.30am.</p>
6.	<p>Branding Update</p> <p>ANGUSalive Branding video will now be presented at the October meeting.</p>
7.	<p>38_17_Finance Update</p> <p>KL confirmed the ANGUSalive VAT return for quarter 1 of 2017/18 was submitted by its due date of 7 August 2017 and highlighted part of each VAT return process involves assessing ANGUSalive's partial exemption position, whereby a portion of the VAT incurred through spend on purchases and services cannot be recovered from HMRC.</p> <p>KL advised irrecoverable VAT has for now been projected as on budget. This is considered to be a prudent approach at this stage in the year.</p> <p>The Board noted the level of VAT recovered on expenditure is calculated by reference to the levels of income that are subject to VAT compared with overall total income. KL advised in terms of 2017/18 both of the downward pressures are impacting the VAT recovery position.</p>

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	<p>KF requested a report on the impact is brought to Board on 18 October 2017.</p> <p>KL advised auditors were on site week beginning 14 August 2017 to start the audit of ANGUSalive's accounts and provided a verbal update on the summary letter submitted to the Chief Executive of where the audit sits at present and outlines the outstanding issues.</p> <p>KL advised following discussion with Angus Council, it was agreed the budget for the Service Level Agreement with the Angus Council's IT service should be transferred back to Angus Council as this is part of the support service arrangements.</p> <p>Significant work between ANGUSalive senior managers and Angus Council Finance support to review existing budgets in light of the management fee level and the 2016/17 actual income and expenditure levels has now concluded.</p>
<p>8.</p>	<p>39_17_ Internal Audit Annual Plan Progress Report</p> <p>The Board noted the progress in the completion of the ANGUSalive annual internal audit plan for 2017/18 and noted the changes to the planned date when the summary of the audit report findings will be reported.</p> <p>The Board agreed the revision of the dates for completion of outstanding level 1 actions.</p> <p>The Board also considered the findings on Phase 1 of the GDPR audit.</p>
<p>9.</p>	<p>40_17_AA17-03 – Post Implementation Review</p> <p>The Board noted the post implementation assignment brief.</p>
<p>10.</p>	<p>41_17_Corporate Risk Register</p> <p>The Board reviewed the most significant risks facing the organisation contained in the corporate risk register and considered the adequacy of risk controls and risk appetite.</p> <p>The Board further noted reports will now be submitted on a quarterly basis and will include the corporate risk register and business unit risk registers.</p> <p>IS advised actions to manage the risks have been progressed since the submission of the corporate risk register to</p>

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	<p>Board in September 2016 and as with other quarterly updates, the next report will be submitted to the Board on 14 December 2017 and will also include business unit risk registers.</p> <p>IS to ensure the issues raised in the Barclay Report are added to the Corporate Risk register.</p>
11.	<p>42_17_Ccompliments & Complaints</p> <p>The Board considered the performance information in relation to customer compliments and complaints contained within the report.</p>
12.	<p>43_17_Sickness Absence</p> <p>The Board noted the performance information in relation to customer compliments and complaints contained within the report.</p> <p>Report to be re-issued due to duplicate 2016/17 information.</p>
13.	<p>44_17_Safety, Health & Wellbeing</p> <p>The Board noted the performance information in relation to customer compliments and complaints contained within the report.</p>
14.	<p>45_17_Amendment to Libraries, Customer & Culture Charges</p> <p>FD advised processing of requests for provision of images and reproduction rights throughout Q1 highlighted areas for clarification and the need for further review of the new charges to ensure a consistent and fair approach to implementation that balances enabling external use of collection images with the need to generate income.</p> <p>The Board considered and approved the proposed amended collection charges within the Libraries, Customer & Culture business unit.</p>
15.	<p>46_17_Accreditation Scheme for Museums and Galleries in the United Kingdom</p> <p>FD advised ANGUSalive Collections Officer, Dr John Johnston, submitted the required accreditation return for all six (6) ANGUSalive accredited museums to Museums Galleries Scotland on 30 December 2016.</p>

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	<p>On 26 May 2017, Museums Galleries Scotland’s Quality Assurance Manager progressing our assessment requested supplementary organisational information which we have now supplied.</p> <p>The Quality Assurance Manager also advised of required amendments to the ANGUSalive Museums & Galleries Collections Development Policy in order to be fully compliant. This included completion of the new template provided by Museums Galleries Scotland to ensure their up-to-date clauses and references to current practice were reflected in the Policy.</p> <p>The Board noted the progress towards achieving continuing accreditation for ANGUSalive museums and the Museum Association Code of Ethics referenced in the ANGUSalive Museums & Galleries Collections Development Policy.</p> <p>The Board furthermore approved the content of the amended ANGUSalive Museums & Galleries Collections Development Policy</p>
<p>16.</p>	<p>47_17_Renewal & Repair Fund</p> <p>CK advised a large proportion of the proposed expenditure will be used to purchase essential fitness suite equipment for Montrose Sports Centre. This was carried forward to 2017/18 following the decision to prioritise installation of new fitness equipment at Forfar Community Campus when it opened in 2016/17, with previous equipment from Lochside Leisure Centre, Forfar transferring to Montrose Sports Centre.</p> <p>The Board considered and approved the proposal for the Recreation Renewal and Repair (R&R) Fund spend in 2017/18.</p>
<p>17.</p>	<p>48_17_ Montrose Basin - Local Nature Reserve</p> <p>The Board approved discussions with Angus Council to seek clarity on the legal requirements regarding Montrose Basin Local Nature Reserve and the request to return to the Board with a proposal on the extent of ANGUSalive’s involvement in the Wildlife Reserve Management Plan.</p>
<p>18.</p>	<p>ANGUSalive Policy and Document Conversion</p> <p>The following policies were approved by the Board.</p> <ul style="list-style-type: none"> • Early Retiral and Voluntary Redundancy Scheme • Period of Notice • Filming

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	<ul style="list-style-type: none"> • Probationary Period – not approved, changes required • Photography <p>The following policies were noted by the Board.</p> <ul style="list-style-type: none"> • Fixed term and Temporary Employees • Guaranteed Job Interview Scheme • Leave of Absence • Other Paid Employment • Parental Leave • Adoption Policy
19.	<p>Any other competent business</p> <ul style="list-style-type: none"> • Board of Directors Meeting Schedule 2018 KH requested the Board consider the 2018 schedule at the Development session to allow LH to issue meeting requests as soon as possible. • Declarations of interest: Renewals and New Board Members KF requested all Board members complete the declaration of interest form and return to LH as soon as possible. This process is to be completed on a 6 monthly basis. • Carnoustie Library opening day. Date for diary - Saturday 09 September 2017 • Leadership Update – Thursday 19 October 2017 KF confirmed his attendance at the new Leadership update. • ANGUSalive Sports Awards Panel Member – Tuesday 16 January 2018 KF confirmed HW would represent the ANGUSalive Board as a panel member. • Director Sharepoint SH requested a review is carried out the current process for issuing agenda and reports to Directors. IS to follow up.

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20.	Date of Next Meeting Wednesday 18 October 2017