

## ANGUSalive

NOTE of MEETING of the **ANGUSalive BOARD** held at The Canmore Room, The Cross, Forfar on Wednesday 24 February 2016 at 9.30am

### Present:

<b>Name</b>	<b>Title</b>	<b>Initial</b>
Councillor Jeanette Gaul	Council Director	JG
Councillor Bill Duff	Council Director	BD
Councillor Colin Brown	Council Director	CB
Councillor David Fairweather	Council Director	DF
Kenneth Fraser	Council Director	KF
Hannah Whaley	Independent Director	HW
Ken McKay	Independent Director	KM
Donald Archibald	Independent Director	DA
Robert Carroll	Independent Director	RC
Sheona Hunter	Company Secretary	SH
Kirsty Hunter	Chief Executive	KH
Iain Stevens	Senior Manager Business Management and Development	IS
Colin Knight	Senior Manager Sport and Leisure	CK
Fiona Dakers	Senior Manager Libraries, Customer and Culture	FD
Lesley Hadden	Executive Management Team PA	LH
<b>Apologies:</b>		
Stewart Ball	Angus Council Client Representative	SB
Kevin Lumsden	Finance Advisor	KL

Councillor Jeanette Gaul in the Chair.

## ACTION NOTE/PLAN

Item No	Action	Timescale	Officer Responsible
1.	<p><b>Welcome &amp; Apologies</b></p> <p>JG welcomed everyone.</p> <p>Apologies from Stewart Ball and Kevin Lumsden</p>		
2.	<p><b>Declarations of Interest</b></p> <p>Directors were asked to consider whether they have an interest to declare 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 27 January 2016</b></p> <p>The Directors approved the minutes of the above meeting.</p> <p>JG (Chairperson) requested item 12 was moved to the beginning of the agenda to allow the Company Secretary to leave the meeting after this item.</p> <p>All agreed</p>		
4.	<p><b>Matters Arising from Board Meeting 27 January 2016</b></p> <p>JG advised after seeking confirmation that it had been confirmed Council Directors would continue to use Angus Council expense claims forms and Independent Directors are to use the ANGUSalive expense claims form.</p>		

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12.	<p><b>Governance Overview</b></p> <p>SH provided an overview of the Procurement Tender Process and Social Media Protocol. Board members were made aware of the Standards Commission guidance on the difference between strategic and operational horizons.</p> <p>The role of a board member is to determine policy and to participate in decisions on matters placed before you, not to engage in direct operational management of ANGUSalve services, that is the responsibility of ANGUSalve employees.</p> <p>SH advised that board members must not try to solve operational issues but simply raise them with the relevant officers to ensure that no mixed messages were issued.</p> <p>KH confirmed that ANGUSalve employees will continue to manage bookings for Brechin City Hall and provide caretaker cover until 31 March 2016. Thereafter management of the facility will return to Angus Council. These arrangements are as detailed in the contract with Angus Council, effective 01 December 2015.</p> <p>SH left the room.</p>		
5.	<p><b>Report 04_16 Operational Update Business Management and Development</b></p> <p>The Directors were asked to note the content of report 04_16</p> <p>IS advised that there had been a delay with the ordering process within Service</p>		

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	to Communities however confirmed the laptop order has been placed and confirmation of the delivery date was to follow from the IT section within Angus Council.		
6.	<p><b>Report 05_16 Operational Update Sport &amp; Leisure</b></p> <p>The Directors were asked to note the content of report 05_16</p> <p>Brechin Community Campus Preview Weekend was held Saturday 20 and Sunday 21 February 2016 with 447 customers touring the facility. The ANGUSalive facilities opened for public use on Monday 22 February 2016.</p> <p>JG confirmed that feedback received from head teacher, Archie Bathgate was very positive and that he is delighted with Brechin Community Campus and ANGUSalive.</p> <p>Angus Walking Glens Festival is taking place from Thursday 2nd - Sunday 5th June 2016. A meeting was held on Friday 19 February 2016 with the main sponsor. The Walking Festival brochure is with print and design and will be distributed shortly.</p> <p>Invitations were issued to all ANGUSalive Directors for the Angus Sports Awards. The ceremony is taking place on Thursday 10 March 2016 in the Reid Hall, Forfar.</p>		

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7.	<p><b>Report 06_16 Operational Update Libraries Customer &amp; Culture</b></p> <p>Directors were asked to note the content of report 06_16</p> <p>Angus Council has requested that ANGUSalive review the libraries previously identified for initial capital expenditure (refers Report No 04_16) taking into account a 2020 view of the Libraries, Customer &amp; Culture estate in the light of the Scottish government's decision to cut local government revenues by 3.5% for 2016/17 and the potential for further cuts. An overview of this capital project to be picked up later in the agenda.</p> <p>Signal Tower Museum has experienced a recent spate of lead theft. ANGUSalive are working with the Angus Council property team to put in place suitable deterrents.</p> <p>FD highlighted that LCC Facilities Co-ordinator has had a very positive response from all facility officers within the new structure. Initial challenges in the transition to the new structure have been overcome and the team is working together very well.</p>		
8.	<p><b>Report 07_16 Charging &amp; Pricing Policy 2016/17</b></p> <p>Directors agreed to note the report had been prepared on the basis that the percentage increases for the proposed charges were in the main applied at a rate of an average 5% and rounded where appropriate; approved the pricing structures appendix 1; approved the implementation of the ANGUSalive Pricing Policy as set out in appendix 2; agreed that all charges are effective from 01</p>	30 March 16	<b>KH IS</b>

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	<p>April 2016 or at the start of any seasonal operations; approved a full review of the ANGUSalive pricing policy and charges with an associated timeline to be submitted to the Board by 24 March 2016; and noted that the charging and pricing policy for 2016/17 will be submitted to Angus Council for review and agreement.</p> <p>Directors agreed the report on an interim basis to allow a full review to be carried out.</p>		
9.	<p><b>Report 08_16 Brechin Community Campus Food to Go update</b></p> <p>Directors noted the content of the report; and as a Board had previously agreed the proposal to award the Food to Go contract within Brechin Community Campus to Madison's Cafe following the evaluation of all tenders.</p>		
10.	<p><b>Report 09_16 Websters Memorial Theatre Pantomime</b></p> <p>Directors did not approve a £10k increase in the budget. The board requested a breakdown on the allocation of the £10k and more information to be provided on the 2015 production.</p> <p>A revised report will be brought to the next board meeting on Wednesday 30 March 2016.</p>	30 March 16	<b>CK</b>

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11.	<p><b>Report 10_16 Removal of Libraries Overdue Charges</b></p> <p>Directors approved the report to continue the removal of overdue charges.</p> <p>IS advised Library overdue charges will be included in the charges review.</p>		
13.	<p><b>Scheme of Delegation</b></p> <p>The Directors approved the Scheme of Delegation.</p>		
14.	<p><b>Training for Board Members by Organisational Development</b></p> <p>Angus Council Organisational Development extended an offer of training to the ANGUSalive Board of Directors. It was confirmed this can be done on a team basis or individually or both as required.</p> <p>Directors requested trading company specific training to be provided to all Board members.</p> <p>Skills mix matrix to be developed by Organisational Development Team.</p>		<p><b>KH JG KF</b></p>
15.	<p><b>Overview of Libraries and ACCESS Integration Capital Project</b></p> <p>FD provided a presentation on the core concepts to be delivered as part of the Libraries and ACCESS Integration Capital Project.</p> <p>A report to be brought to meeting on Wednesday 30 March 2016</p>	<p>30 March 16</p>	<p><b>FD</b></p>

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16.	<p><b>Any Other Competent Business</b></p> <p>KH advised a change of contract is now required due to Brechin Community Campus opening and Brechin Leisure Centre closing. Directors were asked to approve review of contract changes by McRoberts.</p> <p>All agreed.</p>	30 March 16	<b>KH</b>
17.	<p><b>Date of Next Meeting</b></p> <p>Wednesday 30 March 2016. 4pm The Meffan, Forfar.</p>		