

ANGUSalive

NOTE of MEETING of the Board of Directors of ANGUSalive held at 2.00pm at Monifieth Library Chambers on Friday 27 April 2018.

Present:

<i>Name</i>		<i>Title</i>	<i>Initial</i>
Kenneth Fraser		Independent Director - Chairperson	KF
Hannah Whaley		Vice Chairperson	HW
Colin Brown		Council Director	CB
David Cheape		Council Director	BD
Bill Duff		Council Director	WD
Fiona Dakers		Senior Manager Libraries Customer and Culture	FD
Ken McKay		Independent Director	KM
Kirsty Hunter		Chief Executive	
Lesley Hadden		Executive Management Team Personal Assistant	LH
Colin Knight		Senior Manager Sport and Leisure	CK
Iain Stevens		Senior Manager Business Management and Development	IS
Vivien Smith		Client	SH
Dawn Johnston		Angus Council - Senior Accountant	DJ
Kevin Lumsden		Angus Council Finance Manager	KL
Apologies:			
Braden Davy		Council Director	BD
Lisa Dallas		Company Secretary	LD
Sandra Ross		Independent Director	SR
Ian Lorimer		Angus Council Head of Corporate Finance	IL
David Moore		Independent Director	DM

Item No	Note
1.	<p>Welcome & Apologies</p> <p>KF welcomed everyone to the meeting.</p> <p>Apologies were received from Sandra Ross, David Moore, Braden Davy, Ian Lorimer, Lisa Dallas</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 Friday 23 February 2018</p> <p>The Directors approved the minutes of the above meeting.</p> <p>Proposed as accurate by WD and seconded by KM</p>
4.	<p>Matters arising from the Minute of Meeting on Friday 23 February 2018</p> <ul style="list-style-type: none"> • KH provided an overview on discussions with Schools and Learning. • KF has requested a critical pathway with respect to the Organisational review is created and presented to the Board at the meeting on 29 June 2018. • IS to liaise with the marketing officer on status of the launch of the annual report in conjunction with the Launch of volunteer week • CK advised progress was continuing on the Review of ANGUSalive Membership and the Angus Club Excellence Scheme review. CK agreed a report would be presented to the Board meeting in June. • IS confirmed work was progressing and a report on Risk Assessment would be presented at to the Board meeting on 29 June 2018.

	<ul style="list-style-type: none"> • William Lamb Studio KH provided an update on discussions held with Angus Council on the William Lamb Studio. It has been confirmed we will continue to look after the collection. Lisa Dallas liaising with external legal. BD highlighted there may be an article in the press and advised we need to be mindful of reputational damage. The ANGUSalive press release to be shared with Board members by FD. • ANGUSalive Future Vision A Project plan to be presented to the Board at the meeting on 29 June 2018.
<p>5.</p>	<p>Chief Executive Update</p> <p>KH welcomed Vivien Smith (VS) in her new role as the client.</p> <ul style="list-style-type: none"> • Company Secretary The Board Unanimously agreed to appoint Lisa Dallas as Company Secretary who will replace Sheona Hunter who retired from her position at the Board meeting on 16 February 2018. • Gender Pay Gap Report KH advised we have now completed a comparison review of the data supplied for the Gender Pay Gap report being compiled by Angus Council and identified a number of discrepancies and inaccuracies in the source data. KH confirmed discussions were being held to agree a common approach and what is required legally before finalising the mainstreaming report and in terms of prioritisation for now creating the Gender Pay Gap Report. <p>The board agreed a letter, to be drafted by the CE, expressing the Board's disappointment in missing this important deadline due to the service provided is to be issued to Angus Council. The letter is to also include the requirement to examine the present SLA as we move forward.</p>

- **Shared Services**

VS, SB, KH agreed a meeting should take place with strategic directors within Angus Council. KH to create a critical pathway on current Service level agreements and what is required in the future. Update to be brought to board.

- **Head Office Move**

KH advised the ANGUSalive Head Office will be based at William Wallace House from 02 July 2018. Move will take place 28/29 June.

- **SPORTA Scotland Meeting**

KH provided a overview of discussions at the SPORTA meeting and provided information on the grandfather clause with regards to Non Domestic rates.

- **Museums Galleries Scotland**

Accreditation paper work has now been submitted to Museums Galleries Scotland.

- **Volunteering Strategy**

Volunteering Strategy is being launched first week in June. ANGUSalive joins national Volunteers' Week Scotland's celebration to highlight the huge contribution made by volunteers in their facilities across Angus. KH confirmed ANGUSalive taking this opportunity to thank our current volunteers some of which have been volunteering for 10 plus years.

Organisational review update

Employee Engagement

Employees can continue to approach senior management as they are out and about or their Outlook calendars are open if they would prefer to book a one-to-one meeting in their diary.

Open and private surgeries will also be scheduled across Angus to provide employees with additional opportunities to speak to a member of the senior management team. Dates will be confirmed in the coming weeks.

Planning & Strategy Service Review

The Service Development and Programming roles within Phase 2 of the organisational review will now also be taken forward by the Planning/Strategy Review Group.

	<p>The review of service development and programming roles in the remit of the wider planning/strategy service review will provide a more connected and efficient approach given the dependencies between the roles.</p> <p>The inter-related nature of the review groups means some of the service development and programming roles are also included in other current/future service reviews.</p> <p>The next Steering Group meeting will be held on Thursday 31 May 2018.</p> <p>Work is progressing on job outlines and person specifications. Any new roles required are to be evaluated. The next job evaluation panels will be held on 18 and 20 June and will be considering new posts in the culture and heritage area of the organisation.</p> <p>KF requested a Critical Pathway is produced to included timelines and critical area and prediction of when the review will be conclude.</p> <p>Critical Pathway to be presented to the next Board Meeting on 29 June 2018.</p>
<p>6.</p>	<p>Report 13_18 Finance Update</p> <p>The Board noted the content of Report 13_18.</p> <p>KL advised the VAT return for quarter 4 is due to be submitted no later than 7 May and will be subject to approval by the Chief Executive prior to being submitted electronically via the HMRC on-line portal by the Finance Advisor. KL highlighted there here has been an increase in the irrecoverable VAT budget of £19,000 (per paragraph 5.3 below) taking the irrecoverable VAT budget to £169,000 resulting in a projected underspend of some £51,000 per the amended outturn noted above.</p> <p>KL advised the outstanding debtor value has increased mainly to an invoice was raised to the Council on 30 March for the additional management fee due in respect of the 2 community campuses. A further invoice to Angus Council was raised on 30 March in respect of the quarter 4 fee for Education use of the dual facilities which Education have agreed should be paid in full.</p> <p>KL summarised the 2017/18 monitoring position against budget for ANGUSalive as a whole based on actual income received / expenditure incurred up to 28 February 2018.</p> <p>The Board noted the management fee payable to ANGUSalive by Angus Council has increased by circa £195,000. This is in acknowledgement of the increased costs incurred by ANGUSalive in the running of the Forfar and Brechin</p>

	<p>Community Campuses.</p> <p>The Board noted a new capital project - internal refurbishment works at Signal Tower museum, led by ANGUSalive. Works will be undertaken in 2018/19 but some property fees have started to be incurred in 2017/18.</p> <p>The Board further noted a new display case purchase project highlighted to the Board at its last meeting has now slipped into 2018/19.</p>
<p>7.</p>	<p>Report 14_16 Renewal & Repair Fund</p> <p>The Board noted it was agreed at the Board meeting on 23 February 2018 to make a provisional contribution to the Recreation Renewal & Repair Fund and the intention to widen the R&R Fund to cover an IT refresh programme. The board further noted equivalent entries would be made in the draft accounts of Angus Council.</p> <p>The board agreed the value of the provisional contribution and approved the making of the necessary accounting entries in the draft accounts of ANGUSalive and approved the approach of setting an annual base level budgeted R&R Fund contribution.</p> <p>KL stressed the Board are only being asked to approve a provisional contribution for draft accounts purposes. If required, the level of contribution can be amended between the draft and final accounts should the Board so determine.</p> <p>The Board unanimously agreed the recommended option that it is a requirement that a base level of contribution to each element of the R&R Fund should be allowed for during the annual setting of the budget. It is recommended that this should be at a minimum of £250,000 (equipment) and £150,000 (IT)</p>
<p>8.</p>	<p>Report 15_18_Safety Health & Wellbeing</p> <p>The Board noted the performance information in relation to Safety, Health and Wellbeing.</p> <p>The Board further noted the increase in PAM assist and asked SMT to continue to monitor.</p>

<p>9.</p>	<p>Report 16_18_Sickness Absence Performance</p> <p>The board noted the performance information in relation to Sickness Absence.</p>
<p>10.</p>	<p>Item 11 ANGUSalive Policies and Corporate Documents</p> <p>The Board approved the new Booking Terms and Conditions and noted the following policies:</p> <ul style="list-style-type: none"> • Group Fitness Classes • Booking Terms and Conditions • Management of Stress at Work • Working Arrangement Allowances • Time off for Dependants
<p>11.</p>	<p>Any Other Competent Business</p> <p>Looked after Children Project BD requested ANGUSalive consider offering free B-active membership to ‘Looked after’ children in Angus. BD advised there are around 100-200 and their life chances are poor and anything we can do to help we should.</p> <p>KH to discuss with Angus Council representatives and will present a report to the next Board meeting on Friday 29 June 2018.</p> <p>Annual Renewal KL confirmed the annual renewal documents do not require to be signed unless there are changes.</p>
<p>12.</p>	<p>Date of Next Meeting</p> <p>Friday 29 June 2018</p>