

# ANGUSalive

NOTE of MEETING of the Board of Directors of ANGUSalive held at 10.00am at Forfar Community Campus on Friday 6 September 2019

## Present:

<b>Name</b>		<b>Title</b>	<b>Initial</b>
<b>Kenneth</b>	<b>Fraser</b>	<b>Independent Director - Chairperson</b>	KF
<b>Hannah</b>	<b>Whaley</b>	<b>Independent Director - Vice Chairperson</b>	HW
<b>Kirsty</b>	<b>Hunter</b>	<b>Chief Executive</b>	KH
Gordon	Cargill	Service Leader Angus Council (Governance & Change)	GC
Fiona	Dakers	Senior Manager Libraries Customer and Culture	FD
Lynne	Devine	Council Director	LD
Lesley	Hadden	Executive Management Team Personal Assistant	LH
Colin	Knight	Senior Manager Sport and Leisure	CK
Kevin	Lumsden	Angus Council Finance Manager	KL
Ken	McKay	Independent Director	KM
Alan	Rae	Independent Director	AR
Sharon	Faulkner	Director of HR, Digital Enablement, IT and Business Support	SF
Iain	Stevens	Senior Manager Business Management and Development	IS

## Apologies

Ronnie	Proctor	Council Director	RP
Bill	Duff	Council Director	WD
Colin	Brown	Council Director	CB

Item No	Note
1.	<p><b>Welcome &amp; Apologies</b></p> <p>KF welcomed everyone to the meeting.</p> <p>KF recognised Charlie Cameron. Letter of thanks issued by KF on behalf of the Board.</p> <p><b>Apologies:</b> Ronnie Proctor Colin Brown Bill Duff</p>
2.	<p><b>Declarations of Interest</b></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. No declarations were made.</p>
3.	<p><b>Minutes of Meeting on Friday 26 June 2019</b></p> <p>The Directors approved the minutes of the above meeting.</p> <p>Proposed as accurate by HW and seconded by KM</p>
4.	<p><b>Matters arising from the Minute of Meeting Friday 26 June 2019</b></p> <p><b>Company Secretary</b>            KH still awaiting feedback from Angus Council on replacement arrangements for Company Secretary. KH to progress matters with Legal &amp; Democratic Services to review the Articles of Association and the Trust's Position.</p> <p>KF has requested KH to explore option with the possibility to bring the position of Company Secretary in house.</p> <p><b>Sports Strategy Update</b>            Update will be provided during meeting today.</p> <p><b>Strategic Plan</b>            GC enquired on progress on Strategic Plan. KF advised that the strategic plan was discussed at the recent Development session and a draft plan is to be presented to the Board in January 2020.</p>

	<p><b>Increase to Board Membership</b></p> <p>KF provided an update on previous discussions to improving the resilience of the board in terms of achieving quorate at Full Board and sub-committee meetings. KF advised meeting held with Angus Council Leader. KH to draft letter to AC.</p> <p>A report is to be presented to Angus Council explaining the reasons why there is a requirement to increase the number of independent trustees on the board, in advance of an presenting a proposal to P&amp;R or full Council.</p>
<p>5.</p>	<p><b>Chief Executive Update</b></p> <p><b>Looked after Children Pilot</b> Community Sports Hub officer has been working with colleagues in Angus Council. Meeting will be held to review the pilot next week to confirm uptake and success of the pilot.</p> <p><b>Alliance Leisure Training</b> Training sessions were held with 130 members of the team over 3 days. The aim of the training was to have a clear vision of what ANGUSalive wants their customers to experience and to establish a simple and SMART system to follow to ensure that this happens consistently across the organisation.</p> <p><b>MacMillan Move More Launch</b> KM to provide a verbal update in AOCB.</p> <p><b>Reading Rocks</b> This summer was the first year of Reading Rocks, a summer reading programme designed in Angus to engage the whole family to enjoy reading. In the past our libraries took part in the Reading Agency's summer reading challenge which was only for primary-school aged children. Over 930 readers across Angus joined Reading Rocks, including adults, and the feedback was positive.</p> <p>KH advised the teams will refine our learning from this first year into an even better offer in 2020.</p> <p><b>Bell Rock Lighthouse</b> J.M.W. Turner's 'Bell Rock Lighthouse' Pop-Up at STM 24 August 2019 11am-2pm. In partnership with National Galleries Scotland, Arbroath STM hosted a one-day "pop" up of the Turner watercolour of the Bell Rock Lighthouse. This artwork can only be exhibited within certain light levels and is only on public display in the NGS in January each year when the Turners come out. Total Visitors for the day: 167</p>

	<p><b>Meffan Museum &amp; Art Gallery</b> The Society of Scottish Artists exhibition opens at the Meffan Saturday 7 September 2019.</p> <p><b>STM Spotlight Opening</b> The Signal Tower Museum “Spotlight on Arbroath’s Fishing Heritage” exhibition opens this Saturday with the official ceremony at 4pm.</p> <p><b>Doors Open Day 14 September 2019</b> As part of Doors Open Day the Tower will be open for guided booked tours. This will help raise its profile ahead of a campaign to fund works to make the tower regularly available for tours. Booked tours of the Meffan’s fine art store are on offer in Forfar.</p> <p><b>Scottish Swimming</b> KH &amp; CK met with Scottish Swimming to discuss implementing the Scottish Swimming Framework. KH advised the Children and Families Physical Activity Lead will be working with SS on implementation of new programme.</p> <p><b>Organisational Review</b></p> <p><u>Appointments</u> The recruitment process, where appropriate, has concluded and notification of the outcome has been provided to those employees in scope. Development and implementation plans are being created for the new roles.</p> <p><u>Theatre &amp; Venues</u> This review is now being progressed as part of the second phase of the organisational review.</p> <p><u>Phase 2</u> Phase 2 will commence with a target date of 31 March 2020. KH to provide update at next Board meeting in November 2019.</p>
<p>6.</p>	<p><b>Angus Council Review of Terms &amp; Conditions</b></p> <p>SF requested the Board note as per the previous report the legal status position with regards to aligning the terms and conditions for both organisations in relation to any pay related proposals and note that ANGUSalive’s position can differ from Angus Council in relation to non-pay related proposals.</p> <p>SF requested the Board decides which proposals should be taken forward for formal consultation with employees and trade unions within ANGUSalive in conjunction with Angus Council.</p> <p>SF further requested the Board further notes the arrangements to be put in place between Angus Council and</p>

	<p>ANGUSalive in relation to any future proposals to make changes to any pay related terms and conditions.</p> <p>The Board agreed that Pay-related proposals were approved to be taken forward and Policies were to be retained to be reviewed by the Board at a later stage.</p>
<p><b>7.</b></p>	<p><b>14_19_Future Vision and Capital Programme</b></p> <p>The Board noted the recent actions and current position and the identified future actions.</p> <p>FD advised timescales for the projects funded through Heritage Fund (for grants between £250,000 and £5million) are:</p> <ul style="list-style-type: none"> <li>• Expressions of Interest are invited at any time and will be responded to within 20 days to confirm if the project has been selected to submit a development phase application</li> <li>• Development phase applications are invited three times a year with 2020</li> <li>• now announced</li> <li>• A project can be in development for up to two years and delivered in up to five years.</li> </ul> <p>The final decision about which funding stream application and timeline to pursue will be taken based on feedback from Heritage Fund and Jura Consultants.</p> <p>FD to determine which committee within Angus Council progress of the Future Vision and Capital Programme is to be reported to and when.</p> <p>An update report to be provided at the November Board meeting and further updates to be added to the agenda as a standing item.</p>
<p><b>8.</b></p>	<p><b>15_19_Alliance Leisure Partnership</b></p> <p>The Board noted ANGUSalive partnership with Alliance Leisure and the on-going work to create plans for facility and activity developments.</p> <p>IS advised Alliance Leisure Services Ltd was specifically established to respond to the changing development needs of the public sector, education and growing leisure trust market. To date, Alliance has carried out over 100 leisure developments and invested nearly £150m in the UK leisure market. The Company's core business is the provision of facility development and support for local authorities, educational establishments and leisure trusts that want to improve or expand the leisure products and services they offer. This is achieved via the company's two divisions:</p>

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	<p>Facility Development and Client Support.</p> <p>IS confirmed ANGUSalive have procured services for the following Marketing &amp; Campaign Support:</p> <ul style="list-style-type: none"> <li>• Campaign Creation and Annual Marketing plan Support</li> <li>• Discovery Day to map out Annual Marketing Plan</li> <li>• Development of Annual Marketing Plan linked to income budgets for all sites</li> <li>• Design of Membership Campaigns</li> <li>• Print Procurement and Order Management</li> <li>• Development of Fitness Member Journey and Brand</li> <li>• Design of all templates and off line items to support Fitness Member Journey</li> <li>• SOCIAL MEDIA - Managed Pay Per Click advertising</li> <li>• eMARKETING - Promotional Ezines</li> <li>• Quarterly e-Newsletters</li> <li>• ANALYTICS &amp; INSIGHT</li> <li>• Social Media Monitoring Report - giving a clear picture of performance and response rates</li> </ul> <p>IS also confirmed services have also procured for employee training as highlighted in the Chief Executive Update.</p> <p>IS advised the team have been working with Alliance Leisure to assess some projects in terms of affordability and feasibility, to establish space requirements and to ensure the customer journey is appropriate. Alliance shapes and scopes each development from concept through to completion, to create new commercial activity space.</p> <p>The team have identified some potential facility developments but further assessment in terms of current usage, occupancy and income generation is required before detailed planning would start. In order to help with this assessment it has also been essential to assess potential demand for our facilities and we have requisitioned industry latent demand reports through Leisure Database) which will be used to help map out potential return on investment.</p>
<p>9.</p>	<p><b>16_19_IT Renewal and Repair Fund</b></p> <p>The Board noted and approved the proposed use of the IT Renewal and Repair (R&amp;R) Fund in the current and future years.</p> <p>IS advised the focus of IT R&amp;R Fund for 2019/20 is on the renewal / upgrading of IT devices to ensure they suit our future operational needs and will facilitate the move to Windows 10.</p> <p>The Windows 7 operating system will cease to be supported come January 2020. An unsupported operating system alone would cause issues regarding the security of the network and meeting Public Services Network (PSN)</p>

	<p>compliance standards.</p> <p>The move to Windows 10 operating system (W10) will require 71 devices to be modified and 46 to be replaced. The move to W10 will also enable us to start rolling out Office 365.</p> <p>IS confirmed the estimated total cost of the 2019/20 IT replacement programme and that it will be the responsibility of Angus Council to procure the equipment on the basis of the requirements specified by ANGUSalive.</p> <p>The implementation of the future years planned programme of investment is subject to the availability of funding in those years.</p>
<p>10.</p>	<p><b>17_19_sportscotland Partnership Agreement</b></p> <p>The Board noted the <b>sportscotland</b> Partnership Agreement 2019-2023 and that the Angus Priority Tracker will be completed to enable all partners to monitor and report against the <b>sportscotland</b> Partnership Agreement 2019-2023.</p> <p>The Priority Tracker will also support the development of a Physical Activity Framework for Angus.</p> <p>Following agreement at the September Board Development session CK confirmed <b>sportscotland</b> will attend the next development session in January 2020.</p>
<p>11.</p>	<p><b>Corporate Policies</b></p> <p>The Board noted the following corporate policy updates:</p> <ul style="list-style-type: none"> <li>• Leave of Absence</li> <li>• Removal Relocation Scheme</li> <li>• Retention of employees with a disability</li> <li>• Working Arrangement Allowances</li> <li>• Adoption Leave</li> </ul> <p>The Board have requested only policies with significant changes are brought to Board meeting</p>
<p>12.</p>	<p><b>Any other competent business</b></p> <p><b>Verbal Update on Annual Accounts</b></p> <p>KL advised the draft statement have been received. External auditors have not identified any significant issues.</p>

	<p><b>Finance and Audit Sub Committee</b> Kenneth Fraser will sit on the Sub Committee on a temporary basis.</p> <p><b>Nominations Committee</b> An email will be issued to all Board Members advising of the Nominations Committee positions.</p> <p><b>ER/VR Costs</b> Proposal to be taken to Finance &amp; Audit on 27 September 2019.</p> <p><b>Move More Lunch</b> McMillan Partnership. Progress has been significant. KM has requested the group measure success. Official launch 20 November 2019 late morning, light lunch at FCC. Board will be invited to Launch. It was agreed KF would do the welcome speech.</p> <p>Group to provide an update at the next Development Session.</p> <p><b>Business Plan 2020</b> GC advised the Annual Business plan is required by Angus Council 6 months prior to end of the financial year. KF &amp; HW to discuss with KH.</p>
<p><b>13.</b></p>	<p><b>Date of Next Meeting</b></p> <p>Friday 15 November 2019</p>