

ANGUSalive

NOTE of MEETING of the Board of Directors of ANGUSalive held at 10.00am at Forfar Community Campus on Friday 28 February 2020

Present:

Name		Title	Initial
Kenneth	Fraser	Independent Director - Chairperson	KF
Hannah	Whaley	Independent Director - Vice Chairperson	HW
Kirsty	Hunter	Chief Executive	KH
Colin	Brown	Council Director	CB
Gordon	Cargill	Service Leader Angus Council (Governance & Change)	GP
Bill	Duff	Council Director	WD
Fiona	Dakers	Senior Manager Libraries Customer and Culture	FD
Lynne	Devine	Council Director	LD
Lesley	Hadden	Executive Support	LH
Robbie	Francis	Company Secretary	RF
Colin	Knight	Senior Manager Sport and Leisure	CK
Kevin	Lumsden	Angus Council Finance Manager	KL
Ken	McKay	Independent Director	KM
Ronnie	Proctor	Council Director	RP
Alan	Rae	Independent Director	AR
Iain	Stevens	Senior Manager Business Management and Development	IS

Apologies

Item No	Note
1.	<p>Welcome & Apologies</p> <p>KF welcomed everyone to the meeting.</p> <p>KF welcomed Robbie Francis, Company Secretary.</p> <p>KF thanked Fiona Dakers for her time and effort at ANGUSalive and wished her all the best in her new role.</p> <p>Apologies:</p> <p>NA</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. No declarations were made.</p>
3.	<p>Minutes of Meeting on Friday 22 November 2019</p> <p>The Directors approved the minutes of the above meeting.</p> <p>Friday 21 February 2020, Forfar Community Campus – Date of meeting to be amended</p> <p>Page 5 item 6</p> <p>Proposed as accurate by AR and seconded by WD</p>
4.	<p>Matters arising from the Minute of Meeting Friday 22 November 2019</p> <p>Board Meeting Date</p> <p>Friday 8 May 2020 Public Holiday, requirement to move the Board Meeting</p>

	<p>Item 10 on Risk Register</p> <p>IS advised ANGUSalive were working with Angus Council and agencies across the region. The partners have well-rehearsed procedures in place to deal with the virus and any impacts on their organisations.</p> <p>People are encouraged to follow basic hygiene precautions, such as washing hands frequently, not touching their face and covering their nose and mouth with a tissue when coughing or sneezing.</p> <p>Information is on the intranet the communications team will keep employees informed of any further developments. IS advised we receive a very good support service from Angus Council's Risk, Resilience & Safety team.</p> <p>Add to risk register – Risk meeting next week.</p> <p>Item 13 – Business Plan</p> <p>KH advised further work has been completed on the initial draft and this will be presented to the Development Session on 20 March for review and agreement. Following the Development Session the Plan will then be presented to the client. Moving forward 3 yrs Business Plan is to be developed and consideration to the timing of the plan to be re-aligned.</p>
<p>5</p>	<p>Finance & Audit Sub Committee Update</p> <p>The Board noted the Board of the Finance and Audit Sub Committee are asked to approve the minute of the meeting held on Friday 31 January 2020 and noted reports tabled at the Finance and Audit Sub Committee can be found on SharePoint for reference.</p> <p>HW highlighted the audit of cash handling and cash collection procedures across all types of facilities in the organisation including a review of new arrangements for secure cash collection.</p> <p>HW advised a number of the actions listed as overdue have been completed, but no evidence has yet been provided to allow us to close off these actions. IS provided an update on progress to date and advised there was One Priority 1 outstanding and that teams were working with partners to bottom out VAT issue in background of uploads to systems. IS advised there is a manual fix we are able to carry out which carries a resource aspect. This issue was escalated during an account meeting held this week. IS also confirmed one outstanding priority 2 and confirmed revised cash handling procedure had been developed in draft.</p>

	<p>HW highlighted advised a follow-up to review of risk management policies and procedures carried out in 2018/19 is under way. A report will be tabled at the next Finance and Audit Sub Committee meeting.</p> <p>Membership review advised will be updated at item 13.</p>
<p>6</p>	<p>Approval of the Minute of the Meetings of the Finance & Audit Committee</p> <p>AR & WD confirmed the accuracy of the note of the meeting.</p>
<p>7</p>	<p>Chief Executive Update</p> <p>Transport Scotland 3 new electric vehicles now on the road courtesy of Transport Scotland funding and branding supplied by Parks of Glasgow.</p> <p>IT Hardware Replacement IT hardware replacement now 95% complete</p> <p>Organisational Review – Theatre Structure Theatre structure to be presented to development session on 20 March 2020</p> <p>Board Intelligence Training to be given at development session</p> <p>Directors advert Advert live across our social media channels, please like and share</p> <p>Board Secretary and Executive Assistant Advert in process for being advertised, will go live on Wed 5 March</p>

Town Centre Regeneration Fund

Work on redecoration of the Brothock Gallery is underway and due to be completed in time for the 2020 exhibitions. Opportunity to widen our Arbroath work by using some funds to open the tower for booked and paid for tours.

ANGUSalive may have access to Forfar funding to improve the Meffan Museum's reception area, freeing up space and improving the flexibility, openness and welcome.

Arbroath 2020 partnership work

Teams are working on exhibitions in the Arbroath Library galleries based around the history of pageantry in Arbroath. ANGUSalive are cross-promoting the other 2020 celebrations.

VACMA applications numbers

ANGUSalive received seven (7) applications in this first ever round for Angus, fantastic figures compared to submission numbers in other areas. The panel for assessment is ANGUSalive Visual Arts Lead, a representative from Creative Scotland and a representative from Hospitalfield Trust. This award to visual artists and craft makers is funded by Angus Council and Creative Scotland and administered by ANGUSalive.

Carnoustie Balmachie Hoard

ANGUSalive are in receipt of the model of the site and the replicas and our exhibitions team will have these on display in Carnoustie Library from Spring 2020. ANGUSalive were successful in our request of Angus Council for resource to securely house and engagingly interpret items from the hoard itself, if they are taken by National Museums Scotland who are expected to bid.

IMHLVC PhD application

In partnership with Stirling and Robert Gordon universities, we've agreed a partnership that could see us host a PhD student within Archives using our records and the Inglis Memorial Hall Library Visitor Centre Cotgreave Indicator to study the reading habits of Victorian era library users. University of Stirling have submitted the funding bid. It'll be a first for us and benefits will include access to the research to widen our knowledge, commitment from the student to host engagement events and undertake some collections-based work, and reputational benefit for our team.

Community Sport Hubs Co-ordinator

New start - Jordan Young started in this role on 6 January 2020

Outdoors Physical Activity Lead

Nicola Barbour started in this role on 10 February 2020

Adult & Community Physical Activity Lead

Lynne Haxton started in this role on 10 February 2020

ANGUSalive Sports Awards

The Sports Awards team are working hard to ensure everything is in place for this ceremony to take place at The Reid Hall, Forfar on Friday 13 March 2020. 208 tickets are now booked for this event with a max attendance of 230. Thanks to selection panel members including Alan Rae and we hope that board members are looking forward to attending the ceremony.

Feel Alive - Membership promotion

January offer was successful and we signed up 515 new members. This offer was extended to 14 February and current numbers show 296 new members have joined to date in February.

Alliance Leisure/TA6 - training has taken place with colleagues across sports centres in December on membership retention and our Operation Leads and Supervisors in February which focussed on taking individual responsibility with the aim of improving customer service and retaining members.

Choice for Angus (Participatory Budget)

ANGUSalive have been successful with a bid in the Arbroath area to purchase a mobi mat, chair and storage to provide access to the beach at the West Links for people with a disability £9,336.00. ANGUSalive are also working in partnership with Brechin Community Football Trust who were awarded £5,140.00 to deliver 'Go Fitba' a football based programme for primary school children and Forfar Community Sport Hub who have been awarded £850.00 to deliver Easter sports club and lunches for primary children.

Cultural Strategy

We have appointed successful candidates Culture Radar, kick-off meeting to be held in March – 5yr strategy to be developed.

The contract is for the piece of work to create the strategy. KH worked with director of Hospitalfield (place partnership) AC and Creative Scotland.

<p>8</p>	<p>ANGUSalive Future Vision & Capital Programme</p> <p>FD submitted a paper for inclusion at PBSG on 30 January 2020. The report included information on the success of the redevelopment of Montrose Library, the minor enabling works that brought single site library/ACCESS delivery to Brechin, Forfar, Kirriemuir and Monifieth libraries, the successful award of full museum accreditation, and the conclusion of the CULTURE service review as well ANGUSalive report 14_19</p> <p>Contract has been awarded for the self-service solution and Lesley Hadden is leading on implementation.</p> <p>ANGUSalive are working with Angus Council on the feasibility of relocating the archives service point from Restenneth to the more accessible Dens Road business centre where the store will be located so we can provide a better customer service with a more accessible collection and use staff more efficiently.</p> <p>The team are working an options appraisal on the next phase of the Libraries/ACCESS integration capital project and bringing Arbroath Library in to scope. Discussions about funding will need to take place once a preferred option is identified.</p>
<p>9</p>	<p>2020/21 Budget/Management Fee Settlement</p> <p>KL provided an overview of the Angus Council Budget Settlement Report presented to Angus Council.</p> <p>The Board noted the contents of report 81-20 tabled at the Angus Council Budget meeting on 27 February 2020.</p> <p>KL confirmed the proposed settlement would result in a net cash reduction in the management fee payable of £211,000 from the 2019/20 base management fee and highlighted the estimated staff cost uplift merely matches estimated rises in the associated staff costs, the full £458,000 must be saved from the overall ANGUSalive budget, and will require a range of measures to be considered which will pose a significant challenge for ANGUSalive.</p>
<p>10.</p>	<p>01_20_Finance Update</p> <p>KL highlighted the ANGUSalive VAT return for quarter 3 of 2019/20 was prepared by Finance officers. This was the first ANGUSalive VAT return submitted under the new Making Tax Digital (MTD) requirements. Following review and approval by ANGUSalive senior management the VAT return was submitted.</p> <p>KL advised that preparations for ANGUSalive to comply with HMRC's Making Tax Digital requirements and timescales have progressed well and ANGUSalive has now met and fully complied with the first stage above with the completion of the first digital submission on 6 February 2020.</p> <p>KL confirmed the development of the internal review and approval process in particular is expected to be ongoing for a couple of VAT return cycles in order to ensure the reporting / enquiry functions that we need are in place to meet</p>

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The Board noted the outstanding debt position as at 31 January 2020. KL confirmed that 83.7% of the outstanding debtor value had been outstanding for less than 90 days.

KL summarised the 2019/20 monitoring position against budget for ANGUSalive as a whole based on actual income received / expenditure incurred up to 31 December 2019 and confirmed the planned contribution to the Repair & Renewal (R&R) Fund for reinvestment in equipment and facilities would be available in full.

The projection includes an estimate of the part-year savings from the outcome of the organisational review and one-off costs that will be incurred through implementation of the organisational review are excluded above as these will be funded from reserves carried forward from 2018/19. This approach was approved by the Board at its meeting of 15 November 2019. KL highlighted figures at end of year will look different due to the way the accounts are reported on.

KL highlighted the projected position in respect of the Renewal & Repair Funds as at 31 March 2020.

The Board noted the uncommitted balance is stated prior to the addition of contributions to be made in 2019/20 as these will be the subject of a report to the Board meeting of 8 May 2020.

KL advised high level preparations for the 2019/20 final accounts and audit process had commenced. An audit planning meeting has been scheduled with the external auditors where a timetable for the final accounts and audit will be discussed and agreed. Finance & Audit subcommittee and Board meetings have also been scheduled to tie in with this draft timetable.

KL highlighted the draft timetable for the ANGUSalive 2019/20 accounts and audit has been set to achieve signing of the ANGUSalive accounts at the Board meeting scheduled for 25 September 2020 and achievement of that deadline will see the ANGUSalive accounts finalised, audited and signed prior to the angus council accounts being signed.

The Board noted the following risks to the delivery of the timetable:

- addressing the internal audit actions and recommendations relating to the cash handling and collection audit
- a new audit manager from the external auditor.

KL advised the draft tax returns for the 2018/19 tax year have been received from Scott Moncrieff. These have yet to be reviewed by Finance and ANGUSalive senior management and are due for submission no later than 31 March 2020.

KL confirmed the specialist input from Scott Moncrieff; the submission deadline; there being no payment due; and there being no further Board or subcommittee meetings before the deadline, the Board are asked to delegate to the

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	<p>Chief Executive (in consultation with the Finance Adviser) the approval of the tax returns for submission to HMRC</p> <p>The Board noted the content of this report and approved the delegation of the completion and authorisation of the 2018/19 Tax Returns to the Chief Executive.</p> <p>KF thanked KL and his team for their work and support.</p> <p>Action: Suggestion to add a standing item to be added to the agenda on Income Generation. To be discussed at the Development Session on Friday 20 March 2020.</p>
<p>11.</p>	<p>02_20_ Annual Report 2018/19</p> <p>The Board reviewed the ANGUSalive corporate annual report for 2018/19 and noted the ANGUSalive Annual Report for 2018/19 will be submitted to Angus Council's Scrutiny & Audit Committee on 21 April 2020.</p> <p>The Board noted the draft promotional timeline for the Annual Report for 2018/19 is as follows:</p> <ul style="list-style-type: none"> • Friday 28 February 2020 - ANGUSalive Board meeting • Monday 2 March 2020 - Press Release issued & live on ANGUSalive website • Wednesday 8 April 2020 - Chief Executive to attend Angus Council Scrutiny & Audit Committee Pre-Meeting • Tuesday 21 April 2020 - Chief Executive to attend Angus Council Scrutiny & Audit Committee <p>KH extended a thanks to Carol Petrie, Principal Officer Business Management and Development and Kate Reid, Graphic & Digital Designer for their work throughout the year on the Annual Report.</p>
<p>12.</p>	<p>03_20_Charging & Pricing Structure 2020/21: Finance & Audit Sub-Committee Update</p> <p>KH highlighted the proposed changes were submitted to the Finance & Audit Sub Committee for detailed scrutiny at their meeting on 31 January 2020 and advised the Finance & Audit Sub Committee approved the implementation of the proposed new charges or change to charges, there will be no increase to charges other than those listed and changes will be effective from 01 April 2020 or at the start of any seasonal operations.</p> <p>The Board noted that in accordance with the current Services Agreement between Angus Council and ANGUSalive, 'any changes to the level of charges of the policies will be required to be approved the by Council in writing in advance'</p> <p>The Board noted the Finance & Audit Sub Committee approved ANGUSalive charges for 2020/21 and noted the review of charges for 2020/21 will be submitted to the Angus Council meeting on 27 February 2020 for approval.</p>

<p>13.</p>	<p>04_20_Membership Review</p> <p>IS advised that an annual review of the membership pricing structure is normally undertaken. Due to changes in the local marketplace for leisure / fitness membership provision, a review of the whole membership package has been undertaken to establish a fit for purpose, competitive offering for ANGUSalive.</p> <p>IS highlighted work included collaboration with other trusts who have recently carried out similar reviews, assessment of sportscotland data, competitor analysis, discussions with our Leisure Management System provider, input from our external partner Alliance Leisure and analysis of our current usage trends.</p> <p>IS highlighted discussions with current corporate membership partners, including Angus Council and Dundee & Angus College, will need to be concluded in advance of implementation and will focus on highlighting the importance of providing an equitable offer for all Angus citizens.</p> <p>The Board noted the main findings of the review of the ANGUSalive bACTIVE Membership offering. The Board noted and consider and approved the recommended option.</p> <p>The Board approved the recommended removal of corporate membership categories, the phasing out of the 60+ membership category and the proposed change to concessionary entitlement.</p> <p>The Board further approved the recommendation to introduce a new off-peak membership and noted that a further work stream is developing a referral scheme for individuals and families facing a financial barrier to access the standard bACTIVE membership rates.</p> <p>The Board approved all membership changes, effective from 1 June 2020 and the amended ANGUSalive Pricing Policy and bACTIVE Membership Terms and Conditions will be effective from 1 June 2020.</p> <p>It was agreed that the review of membership for 2020/21 will be submitted to AC Communities Committee for further approval.</p> <p>RP stated that he had been contacted by Strathmore Cricket Club regarding setting up possible 'walking cricket' sessions. CK informed RP that walking sports sessions are currently taking place at FCC in partnership between Forfar Community Sport Hub and ANGUSalive every Friday morning. We have had 12 people attend these sessions which include cricket amongst other sports. Sessions during the summer will take place at Strathmore Cricket Club and Strathmore Rugby Club."</p> <p>"RP further asked about a Veterans programme he had seen elsewhere. CK informed RP that a member of ANGUSalive staff was in Stirling today to discuss this kind of programme with colleagues there so we are looking into how or what we could develop</p>
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<p>14.</p>	<p>Any other competent business</p> <p>Finance & Audit date – KL advised he would be unavailable for the next Finance & Audit Sub Committee. The Board agree the next Finance Update would be tabled at the Full Board Meeting.</p> <p>KM advised he had met with CK on Monday 27 January to discuss Framework concepts, following this meeting the group met on Monday 3 February. KM advised SportScotland lead this meeting which included ANGUSalive, Angus Council, NHS Tayside and SportScotland. During the meeting it was agreed that Angus Framework will be built round the 6 Active Scotland Outcome Framework aims to allow measurement by all partners.</p> <p>KM confirmed ANGUSalive and Angus Council had met to consider outputs of first meeting including vision and framework aims and the group met on Monday 24 February for a second meeting where ANGUSalive, Angus Council, NHS Tayside, SportScotland and Dundee & Angus College were in attendance.</p> <p>At this meeting the group considered example strategies/frameworks including the ‘Active Highland Strategy’ and ‘Greater Manchester Moving Strategy’. KM highlighted that ANGUSalive lead this meeting at which a shared vision, strengths, identified ideas for improvement and potential consultation/communication requirements were clarified. Details are now with all partners for feedback by Friday 20 March.</p> <p>CK to meet with Shelley Hague at Angus Council to consider consultation/communication options. The next meeting is on Tuesday 31 March to collate framework.</p> <p>A further meeting will be held on Monday 27 April for the group to meet.</p>
<p>16.</p>	<p>Date of next meeting</p> <p>Date to be re-scheduled due to Public Holiday. LH to issue doodle poll to confirm date.</p>