

ANGUSalive

NOTE of MEETING of the Board of Directors of ANGUSalive held at 10.00am by Video Call on Friday 17 July 2020

Present:

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

Item No	Note
1.	<p>Welcome & Apologies</p> <p>KF welcomed everyone to the meeting.</p> <p>KF advised HW & BD will join the meeting as soon as possible</p> <p>Apologies:</p> <p>Colin Brown, Iain Stevens, Colin Knight, Kevin Lumsden</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 13 May 2020</p> <p>The Directors approved the minutes of the above meeting.</p> <p>Minute of the meeting approved Proposed LD Seconded RP.</p>
4.	<p>Matters arising from the Minute of Meeting Friday 13 May 2020</p> <p>Business Plan</p> <p>KH advised the Senior Leadership Team are working with Angus Council Officers to progress.</p> <p>The Board requested confirmation of timeline to ensure there was not a mismatch of deadlines and to ensure both parties have clarity, so everyone involved is clear. KH & GC to provide update in Item 9 CG again highlighted this was a key piece of work and a high priority for both parties.</p>

	<p>Furlough Arrangements</p> <p>KH noted at Coronavirus Briefing #09 on 29 June 2020 we had advised furlough letters were in progress and scheduled to go out at the start of that week. KH confirmed these letters were issued on time and also received back from all 217 from salaried employers. KH highlighted it had been a power of work by leadership and Kronos Support to engage with all of the team.</p> <p>It was agreed at Coronavirus Briefing #08 on Monday 22 June 2020 to examine furlough arrangements for future months once the newly published Coronavirus Job Retention Scheme guidance has been reviewed. KL was to provide modelling on the different scenarios to support Board decision making. To be discussed in item 7.</p> <p>KH highlighted the team were finalising correspondence to the trade unions.</p> <p>Sport & Physical Activity Framework</p> <p>KH confirmed work was progressing well on the Angus Sport & Physical Activity Framework which will be built round the 6 Active Scotland Outcomes. CK to provide an update at the next Board meeting.</p>
<p>5.</p>	<p>Chief Executive Update</p> <p>Teams</p> <p>KH advised Microsoft Office and Microsoft Teams has now been rolled out to Senior Leadership. Email has been issued to Leadership Team who have been asked to download teams by Wednesday next week.</p> <p>KH confirmed that all Board meetings will therefore move to the Teams platform as of the next meeting.</p> <p>Countryside Adventure</p> <p>KH advised a few challenges are being experienced in this area of operation due to the number of visitors travelling to enjoy our outdoor spaces but not everyone doing this responsibly under the Scottish Outdoor Access Code. ANGUSalive is raising this situation as an area of concern at Silver IMT to ensure wider visibility for partners and issues have also been flagged with colleagues in Scottish Police to request support. KH confirmed the plan is to bring more resources back from furlough to manage the increased workload and asked the Board to note this has a knock-on effect of reducing our furlough claim since additional employees will be at work.</p> <p>CULTURE RADAR</p> <p>KH advised a survey has been issued to support development of the Angus Culture Strategy and further details will be provided at a future meeting.</p>

<p>6.</p>	<p>Cash Flow Monitoring</p> <p>KH advised the briefing paper was to provide the Board with information on the financial implications in respect of the Coronavirus outbreak, with a particular focus on ANGUSalive’s cash flow position and overall financial security.</p> <p>KH provided a high-level overview of the Cash Flow monitoring Spreadsheet in respect of the financial consequences of the Coronavirus situation, particularly with respect to ANGUSalive’s cash flow position. KH highlighted close monitoring and robust forecasting of the cash flow are critical during the Coronavirus lockdown period to ensure the viability and sustainability of ANGUSalive beyond the lockdown period.</p> <p>The Board noted that cash flow forecasting is currently a very fluid process as each day’s forecast is essentially out of date as soon as it’s complete given the inherent reliance on assumptions and predictions of future trends / behaviours. Directors acknowledged the cash flow forecast will by necessity therefore give different results as time goes on and some assumptions become actuals and other assumptions can be refined and made more robust depending on how the pandemic evolves.</p> <p>KH confirmed May and June 2020 Coronavirus Job Retention Scheme claims have been submitted and funds received into the bank from HMRC.</p> <p>KH provided an update on the current position with Tayside Contracts and there was a discussion about cleaning services. Directors agreed procurement arrangement for cleaning should be part of a general review of how these services are delivered and our current establishment as we come out of the current restrictions.</p>
<p>7.</p>	<p>Future Furlough</p> <p>KH confirmed the current furlough arrangements:</p> <ul style="list-style-type: none"> • Approx. 85% workforce furloughed via Coronavirus Job Retention Scheme (CJRS). • Salaried employees receive wages for their salaried post, including 2020/21 Pay Award & Increments (where applicable) from 1 April 2020. Monthly salary is therefore higher than CJRS reference pay at 28 February 2020 used to claim the grant support. Charity topped up wages for salaried employees to 100% in March - July 2020 but will pay at 80% in August 2020. • Casual workers receive wages based on CJRS variable calculation. Charity topped up wages for casual workers to 100% in March - June 2020 but will pay at 80% in July – August 2020. • CJRS permits part-time working from 1 July 2020. New flexibility welcomed but creates additional financial burden as charity must fund in full any hours at work despite no current and forecast future reduction in income generation potential.

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	<ul style="list-style-type: none">• 80-90% total expenditure on staff costs depending on service area. <p>The Board reviewed the current and proposed arrangements for September & October 2020. Directors unanimously agreed salaried employees will continue to receive 80% wages until 31 October 2020, when the Scheme is scheduled to end, and casual workers will be removed from the charity's furlough arrangements from 1 September 2020 due to a combination of increased employer contributions required by the CJRS and current cash flow forecast to maintain Going Concern status. This means the last payment to casual workers will be in August payroll.</p> <p>KH advised furlough letters will be issued to our salaried employees to advise furlough arrangements are to continue at 80% support until 31 October 2020. A letter to casual workers will advise their last day of furlough will be 31 August 2020. Casual workers will be advised they are going to remain on our supply lists so we can contact them as and when work is available unless they contact us to confirm they want to be removed.</p>
8.	ANGUSalive Recovery Plan KH provided an overview of the 5 step ANGUSalive Recovery Plan which shows what we plan to open and when, in line with the Scottish Government's Covid - 19 Routemap through and out of the crisis. This Plan has been developed according to these conditions: <ol style="list-style-type: none">1) Progression through each ANGUSalive Step will depend on the Scottish Government Routemap2) All classes, activities and sessions are subject to change in line with the Scottish Government Routemap3) Spaces in all classes, activities and sessions will be limited until social distancing restrictions are lifted4) Each ANGUSalive Step will be reviewed on a weekly basis5) Stage progression will be updated every 3 weeks in line with the Scottish Government Routemap KH provided update on Culture re-opening: Library services will recommence with a new Click & Collect pilot only. The pilot will be introduced at Arbroath Library from 15 July 2020. Click & Collect will be available to the public on Wednesday - Friday from 10am - 2pm. Initially the staff rota will cover the hours 9am - 3pm although this may be refined as we understand the process. All aspects of the pilot will be monitored regularly to determine any improvements required to improve the customer experience, procedures, health & safety, etc. If successful, the pilot will be rolled out across up to three further locations in the first instance. Provisional dates are Forfar Library from 22 July, Carnoustie Library from 29 July and Montrose Library from 5 August 2020.

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	<p>KH provided update on Sport & Leisure re opening:</p> <p>ANGUSalive are still awaiting confirmation from Angus Council Schools and Learning with regards to their facility requirements and availability of Dual Use and Community Campus venues to the charity to provide sport and leisure opportunities to the community. It is imperative these requirements are clear to enable us to make plans accordingly. KH provided an update on financial challenges highlighting Sport & Leisure normal income and the impact depending on different percentage reductions in income both on a monthly and annual basis to give examples of the potential gap in funding.</p> <p>HW and BD joined the meeting.</p>
9.	<p>ANGUSalive Rapid Improvement Event - Green Paper</p> <p>KH provided overview on RIE paper.</p>
10.	<p>Recovery & Future Service Model</p> <p>KH & CG provided overview of Recovery & Future Service Model:</p> <p>Phase 1 would be the task of collectively understanding the current provision while determining what culture, sport and leisure services we need, want and can afford to deliver for communities across Angus in future given reality of the forecast financial position.</p> <p>Phase 2 would be the undertaking of designing what the amended Services Specification would look like. This would be informed and evidenced through the specialist area knowledge of ANGUSalive and consultation with the related Angus Council and Angus Health & Social Care Partnership services, Angus Community Planning Partnership as well as stakeholder consultation and market analysis.</p> <p>Phase 3 would be the finalisation of the updated specification and accompanying Business Plan for Angus Council Committee and ANGUSalive Board approvals.</p> <p>Suitable reporting with Councillors and Trustees up to this stage would ensure minimal amendments to the product created are required.</p> <p>The commencement of delivery of the new Business Plan now under ownership of ANGUSalive. This Business Plan would include the agreed amended Services Specification.</p>

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	<p>The continuation of meetings between Angus Council and ANGUSalive nominees will monitor delivery of the updated Services Specification. The scope of the Services Specification will be required to adapt over time and this process will be managed through change requests (e.g. to introduce new services, remove services, change delivery model of services, modify target groups, etc.) and we will need to continue building the partnership as the wider operating environment continues to evolve.</p> <p>The 3-year Business Plan will then be reviewed and updated on a rolling annual basis linking to Angus Council Medium Term Budget Strategy.</p>
<p>11.</p>	<p>AOCB</p> <p>KH highlighted as a final point, "going concern" challenges. Trustees are scheduled to sign the ANGUSalive Report and consolidated financial statements for the year 1 April 2019 to 31 March 2020 in September 2020. There is a concern trustees will not be in a position to provide assurances to the external auditor that they assess the group's and the parent charitable company's ability to continue as a going concern for the next 12 months.</p> <p>A letter of comfort from the Council, as sole member, would normally underwrite going concern status but our external auditors are advising this may no longer be sufficient given the uncertainty of the financial position for local authorities. Further guidance is awaited to confirm the situation and will liaise with the Client and Angus Council Director of Finance to agree if arrangements can be put in place to support going concern status.</p>
<p>12.</p>	<p>Next Meeting</p> <p>Full Board - Friday 23 October 2020</p>