

LIVE BORDERS

Minutes of a Meeting of Live Borders held on Monday 29 May 2017 at 6.30pm
Teviotdale Leisure Centre, Hawick

Present: Peter Duncan (Chair), Raymond Kerr, Alasdair Hutton, Pete Smith, Rob Claridge, Kirstin Scott, Dr Andrew Riley, Sheila Robertson, Pippa Walls (7pm)

Apologies for Absence: Drew Kelly, Jude Cormack

In Attendance: Ewan Jackson, Linda Ross, Jane Hogg, Lynne Irons & Mags Morrison (notes)

1.	<p>Chairs Welcome/ Apologies of Absence Apologies of absence were noted. Jane Hogg and Lynne Irons were welcomed to the meeting.</p> <p>The Chair thanked Scott Weir for the tour of the building and explanation of potential development plans.</p>	
2.	<p>Board Administration</p> <p>a) Declaration of Interest: No declarations made</p> <p>b) New Trustees: Chair confirmed Cllr's Bill White, Keith Cockburn and Iain Gillespie are no longer Trustees's post-election, and he has written to them thanking them for their contribution to LB. SBC have since nominated Cllr Helen Laing, Cllr Michelle Ballantyne and Cllr David Parker as Board representatives. The portfolio holder for Culture & Sport is confirmed as Cllr Euan Jardine</p> <p>c) Board Health & Safety rep: Jude Cormack would replace Kirstin Scott</p> <p>d) Item 9 CEO report will include the late Tapestry paper circulated by e-mail</p> <p>e) Finance Committee to consist of the following trustees: Pete Smith, Rob Claridge, Raymond Kerr, Pippa Walls and one Cllr. Audit and Governance Committee – Alasdair Hutton, Kirstin Scott, Sheila Robertson, Jude Cormack and one Cllr.</p> <p>f) The Chair thanked Dr Andrew Riley for his contribution to Live Borders and wished him well in his retirement.</p>	
3.	<p>Adoption of the Minute of the Board Meeting of 6th March, 2016. The minute of the meeting was proposed by Pete Smith and seconded by Dr Andrew Riley.</p>	
4.	<p>Matters Arising The matters arising paper was noted with the following action remaining:- S Robertson to email OSCR document to members. It was noted that additional work on the Governance Guidelines has been remitted to the Audit and Governance Committee to consider and make recommendations to Board.</p>	SR
5.	<p>2018 -2023 strategy development process The Board broadly supported the process outlined in the paper in drafting the Live Borders Strategy with additional requests as follows:-</p> <ul style="list-style-type: none"> • 2.2 Add “and constructively challenge” and “set the strategic direction of the Trust” • 2.3 Add ‘and reporting to Board’ • 4.3 and 4.4 Board role as per amended 2.2, to scrutinise and monitor performance. • 4.4 Add “help set and” agree the strategic outcomes and objectives 	

	<ul style="list-style-type: none"> • Earlier engagement with trustees was requested. Time to be set aside at the August board to consider horizon scanning and key stakeholders. A review of the staff “bottom up” work also to be provided at August meeting. 	CEO
6.	<p>Performance Monitoring</p> <p>Finance: Year end accounts identified a surplus of £39k, 3K behind budget. Sport underachieved but this was offset by the favourable performance of Cultural Services. Discussion took place around the performance of sports, energy management (<i>7% of expenditure budget</i>) and need to manage unused building capacity.</p> <p>Strategy discussion needs to reflect the financial position, including challenge between membership and PAYG usage, changing competitor position, percentage penetration for membership, energy management and our pricing policy.</p> <p>Work to scope an improved interface between Gladstone and Website or alternative web bookings to be undertaken.</p> <p>Performance: Q4 performance noted. Board requested further analysis in relation to complaints and compliments in August report. The level of detail required on the indicators is too low, as reflected in the current performance monitoring framework. This will be reviewed and alternatives developed in line with the new Strategy.</p> <p>Lessons learned from the transfer of Services and the role of the Steering Group has never been formalised. Meeting to be arranged.</p> <p>Performance Targets: 17/18 targets noted subject to further commentary and explanation. These will then be circulated to Board by e-mail for approval.</p> <p>Board agreed that the information received was intensive and that KPI’s should be rationalised wherever possible.</p>	CEO
7.	<p>HR Annual Report</p> <p>Report was noted following discussion in relation to:-</p> <ul style="list-style-type: none"> • Absence Management: where appropriate (high %) additional information on reasons for absence and action, in particular on frequent short term absence should be provided along with any narrative on impact on the service performance. • Living Wage: Further work will be done to understand and consider options to mitigate risk on differential will be undertaken as part of job evaluation and related work. Noted LB do not pay age related minimum wage. • Definition of casual staff and how they are paid and managed was provided. • Detail of the projects, where appropriate, will be reported to Board • Projects identified in section 9 will be progressed with view to completion in 17/18, acknowledging some, for example, review of policies, are ongoing. 	
8.	<p>H & S Annual Report</p> <p>Report was noted along with the positive trend. A few Legionella risk assessments are still outstanding relating to transferred facilities, evidence of the instruction to undertake has been provided. CEO will provide update as progressed/completed.</p> <p>Trustees asked questions on incidents and accidents reported.</p>	

9.	<p>Chief Executive's Report</p> <p>Report noted following discussion in relation to the following:-</p> <ul style="list-style-type: none"> • Community Centres: work ongoing on alternative delivery models • Finance system: full report considered by Finance Committee. Legal advice is being sought. Contractor discussions ongoing. Project risk register has been updated. • Tapestry: update after 1st Project meeting provided in line with prior Board approval • ICT Strategy: Live Borders scoping out options with report to future Board • SBC contact now Phillip Barr, depute CEO • Marketing controls discussed including social media policy 	
10.	<p>Committee Papers</p> <p>Finance: minute of the May meeting were accepted.</p>	
11.	<p>AOCB</p> <p>Trustees were present for additional briefing from the Chief Executive.</p>	

Meeting closed at 8.20 pm: Next meeting Monday 28 August 2017