

## LIVE BORDERS

Minutes of a Meeting of Live Borders held on Monday 28 August 2017 at 6.30pm  
Live Borders Head Office, Galashiels

**Present:** Peter Duncan (Chair), Alasdair Hutton, Rob Claridge, Sheila Robertson, Drew Kelly, Jude Cormack, Cllr David Parker, Cllr Helen Laing, Cllr Michelle Ballantyne

**Apologies for Absence:** Raymond Kerr, Pete Smith, Kirstin Scott, Pippa Walls

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

	<p><b>Chairs Welcome/ Apologies of Absence</b> New trustees were welcomed and apologies of absence were noted. Chair indicated that item 5 would be moved to the end of the agenda to allow for a fuller discussion.</p>	
2.	<p><b>Board Administration</b></p> <p>a) <b>New Trustees:</b> Chair confirmed Cllr's David Parker, Michelle Ballantyne and Helen Laing as new trustees nominated by SBC. Board approved D Parker joining the Finance Committee and H Laing joining the Audit and Governance Committee. Keith Allan, Director of Public Health will join the Board as NHS rep from next meeting.</p> <p>b) <b>Declaration of Interest:</b> R Claridge declared an interest in Item 7.</p>	
3.	<p><b>Adoption of the Minute of the Board Meeting of 29<sup>th</sup> May, 2017</b> The minute of the meeting was proposed by P Duncan and seconded by A Hutton.</p>	
4.	<p><b>Matters Arising</b> The Board noted the update and approved retaining the amended Live Borders governance guidelines which were updated to reflect the charity commission's 'Charity Governance Code' after consideration by the Audit &amp; Governance Committee.</p>	
5.	<p><b>Live Borders Strategy 2018-2023</b></p>	
5.a	<p><b>Strategy update</b> Board noted the encouraging update on work with departmental staff.</p>	
5.b	<p><b>Preparation for September 2017</b> Board considered the paper and debated the questions set. The Chair asked for further comments on areas for exploration at the Board session in September.</p> <p>After discussion, themes to be explored include:</p> <ul style="list-style-type: none"> <li>• Accessibility: economic climate, geography, delivery within communities</li> <li>• Integration: including with others e.g. schools</li> <li>• Balance "commercial" and social and "hidden" commerciality</li> <li>• Weather proofing</li> <li>• Imaginative: partnership, use of facilities, delivery of service, new technology</li> </ul>	

	<ul style="list-style-type: none"> <li>• Older population: planning, intergenerational, technology, interaction</li> <li>• User expectations (becoming more sophisticated users)</li> <li>• Expansion/diversification: options and risks</li> </ul> <p>Need to start with where are we aiming for (set out in a high level overarching strategy), then work plan with plans and timelines to deliver.</p>	CEO
<b>6.</b>	<p><b>2016/17 Annual reports and accounts</b></p> <p>LR presented the highlights of the first LB accounts and auditors report which included:-</p> <ul style="list-style-type: none"> <li>• Statutory accounts received an unqualified audit report from new auditors, Scott Moncrieff</li> <li>• Year end management accounts reported a surplus of £39k, reported to Board in May 2017.</li> <li>• Statutory accounts have deficit of £3,365k. Reconciliation to management accounts relates to the pension position and the treatment of grants and depreciation.</li> <li>• Pension deficit of £3,326k is significant following annual actuarial variation, further information was given and has been fully considered by Audit and Governance Committee.</li> </ul> <p>Board approved the 16/17 annual accounts and auditor's report.</p>	
<b>7.</b>	<p><b>Teviotdale Leisure Centre redevelopment proposal</b></p> <p>The CEO outlined the scope of works contained within the report for the redevelopment of Teviotdale Leisure Centre. The proposal had been fully considered and supported by the Finance Committee.</p> <p>Board approved the capital expenditure proposal to redevelop TLC. CEO to progress the project and update as required.</p>	CEO
<b>8.</b>	<p><b>Performance monitoring, 2017/18 Quarter 1</b></p> <p>Both finance and participation performance was positive. Some additional context was given on how we capture the data. The strong membership position was noted. Framework and measures will be reviewed in line with LB strategy.</p> <p>The Board noted the quarter 1 performance.</p>	
<b>9.</b>	<p><b>Job evaluation</b></p> <p>Job evaluation and harmonisation projects were identified as key projects in 2018/19 as part of the HR Annual report considered by Board in May 2017.</p> <p>The Board noted the integration work on delivering the harmonisation and job evaluation projects and asked to be kept informed as the project progressed.</p>	CEO
<b>10.</b>	<p><b>Quality Framework</b></p> <p>The Board were updated on work being done towards LB adopting a quality outcomes based framework which focusses on the concept of 'How good is our Culture and Sport' which would work alongside the current quantitative</p>	

	<p>performance management framework.</p> <p>Board noted the work to date and supported the use of the qualitative “How Good is our” framework to supplement the quantitative information used at present.</p>	
<b>11.</b>	<p><b>Health &amp; Safety update</b></p> <p>CEO clarified that progress on compliance from SBC following transfer is positive. One site is outstanding for legionella assessment, but the date for compliance is planned. Action plans based on the risk assessment have been agreed for all other sites. Training for Fire Safety and Risk Assessments has still to be finalised.</p> <p>The transferred services and buildings are now included in the internal audit process. 2017/18 Objectives will be confirmed at the September H&amp;S Forum.</p> <p>Board noted report and progress to date.</p>	
<b>12.</b>	<p><b>Chief Executive’s Report</b></p> <p>Report noted following discussion in relation to the following:-</p> <ul style="list-style-type: none"> <li>• LB website: work ongoing with support from Scottish Enterprise to review our site and scope requirements for future</li> <li>• Community Centres: work ongoing on alternative delivery models. Consultants have been appointed with options appraisal due to be presented in Jan 2018. The CEO confirmed the project would include consultation with key stakeholders.</li> <li>• Community Asset Transfer (CAT) request received from a local sports club for the Gytes Leisure Centre. This request was rejected by management on the basis that GLC is a core facility. Board agreed this was the right approach.</li> <li>• Barclay Report: Board to be cognisant of the findings of the report in relation to rates and the range of possible outcomes. CEO to keep Board informed as appropriate.</li> </ul>	CEO
<b>13.</b>	<p><b>Committee Papers</b></p> <p><b>a) Audit and Governance Committee:</b> notes of 20 July and 15 August meetings were accepted</p> <p><b>b) Finance:</b> notes of the 15 August meeting were accepted</p>	
<b>11.</b>	<p><b>AOCB</b></p> <p>None</p>	

Meeting closed at 8.30 pm

Next meeting Monday 25 September 2017: Away day 2pm Towermill, Hawick and AGM 6pm at Borders Textile Towerhouse, Hawick

Next Board meeting Monday 27 November 2017