

LIVE BORDERS

Minutes of a Meeting of Live Borders held on Monday 26 February, 2018 at 6.30pm
Head Office, Galashiels

Present: Peter Duncan (Chair), Pippa Walls (7.15pm), Pete Smith, Sheila Robertson, Cllr Neil Richards, Bill White, Alison Moore, Drew Kelly, Raymond Kerr and Cllr Helen Laing

Apologies for Absence: Cllr David Parker, Jude Cormack, Keith Allan, Alastair Hutton

In Attendance: Ewan Jackson, Linda Ross, Jane Hogg and Mags Morrison (notes)

	<p>Chairs Welcome/ Apologies of Absence Trustees were welcomed and apologies of absence were noted. Chair introduced Cllr Neil Richards, replacing Cllr Ballantyne and Alison Moore as new Director.</p>	
2.	<p>Board Administration</p> <p>a) Declaration of Interest: No declarations of interest</p> <p>b) Articles of Association: Board approved recommendation to amend section 2a of the Articles of Association to include ‘the advancement of health’ subject to completion of OSCR process. Special resolution not required as this purpose had previously been in place.</p> <p>c) Board Membership: Chair updated position in relation to two recent resignations from the Board - S Robertson and P Walls are to stand down following this meeting. Chair informed meeting that Giles Etherington has now declined offer due to contractual obligations. The chair confirmed that Ellie Swinburne was being recommended for joining the board. Further interviews had taken place and recommendations would be circulated by email.</p>	Chair
3.	<p>Adoption of the Minute of the Board Meeting of 27th November, 2017 The minute of the meeting was proposed by S Robertson and seconded by P Duncan.</p>	
4.	<p>Matters Arising Item 2.3 – Great Tapestry of Scotland Board sub-group requires one more member. Chair to circulate note of interest to trustees. Board noted the update.</p>	Chair
5.	<p>Live Borders Strategy 2018-2023 The Director of Commercial Services gave an update on progress to date confirming that the strategy has reached milestone 4 having been out for engagement with stakeholders.</p> <p>As per previous reports, a range of unit plans will support the strategy delivery. It was confirmed that these are on schedule to be in place by April.</p> <p>Discussion relating to commerciality and growth in tourism balance held. Measurement of all KSIs to be checked, including participation levels given</p>	

	<p>previous issues.</p> <p>Agreed 'Inclusive' should be added as the 5th value. The vision and mission should be reviewed to reflect more dynamic wording, which will be circulated to Board for info.</p> <p>The Board approved the 2018-2023 Live Borders strategy subject to finalisation of the above.</p>	CEO
6.	<p>2018/19 revenue and capital financial plan</p> <p>Revenue budget: The Director of Business Services gave an outline of work and discussions to date regarding the 2018/19 budget. Finance Committee have been consulted throughout the process. Committee supported savings, detailed in appendix 1, to the value of £715k. This would give a one year allocation of £327k to support third party providers, reduce the risk from challenging income targets and support transition and investment for the future, details to be confirmed if this position is supported by Board. Following budget process, it has been agreed that joint meeting with Board, Elected Members and Officers will be arranged.</p> <p>Board expressed concern regarding the level of cuts and specifically school swimming. CEO explained how this would be managed and agreed this is subject to a further report detailing the impact of changes implemented.</p> <p>Agreed that pay award should be given, however, decision would be held pending the outcome of Job Evaluation. Meanwhile, national living wage must be adhered to.</p> <p>Capital budget: Capital budget continues with a cyclical approach to redevelopment and ongoing plant/energy efficiency works.</p> <p>Proposals were discussed and Board approved the 2018/19 revenue and capital budget.</p>	CEO
7.	<p>Scottish Borders Council's Corporate Plan</p> <p>Following discussion, Board endorsed the Scottish Borders Community Plan and Scottish Borders Council's Corporate Plan.</p>	
8.	<p>Community Centre review</p> <p>CEO outlined the background, from transfer, the recent work with Community Enterprise and the contribution from CC Management Committees to operational costs. Feedback on meeting with Community Enterprise last week given, there is some confusion of terminology and way forward.</p> <p>The Board noted the progress and next steps.</p>	
9.	<p>Performance monitoring, 2017/18 Quarter 3</p> <p>Finance: 11k deficit however, underlying position is positive as number of one off pressure this year regarding delay in capital work at Teviotdale and one off staff</p>	

	<p>costs.</p> <p>Performance: steady performance reported across all of our key indicators. Agreed to attempt to benchmark with other Trusts on NPS. GDPR discussed with paper to be brought to Audit and Governance Committee on our preparations and implementation, including role of Data Protection Officer.</p> <p>Board noted Q3 performance report.</p>	CEO
10.	<p>Health and Safety</p> <p>Board noted report. Requested that the target line of a 2% improvement year on year is examined at the next H&S Forum along with realistic timing for the training objective to be delivered. Future reports to explain any major variances at sites.</p>	CEO
11.	<p>Chief Executive's Report</p> <p>CEO's report was noted as read along with appended Gender Pay Gap report. Additional notes on achievement of quality mark by number of football clubs supported by Sports Development team and Civic reception for disability. Web bookings have improved through measures to support customers including improved guidance and, where appropriate, use of third party booking software.</p>	
12.	<p>Committee Papers</p> <p>a) Finance Committee: notes of 11th January and 12th February, 2018 were noted</p> <p>b) Audit & Governance Committee: notes of 14th December to be noted</p>	
	<p>Chair thanked retiring trustees, Sheila Robertson and Pippa Walls for all their hard work during their time with Live Borders</p>	

Meeting closed at 8.30 pm
Next Board meeting 21 May 2018