

LIVE BORDERS

Minutes of a Meeting of Live Borders held on Monday 21 May 2018 at 6.30pm
Head Office, Galashiels

Present: Peter Duncan (Chair), Alasdair Hutton, Cllr Neil Richards, Bill White, Alison Moore, Raymond Kerr, Keith Allan, David Pye, Aude Le Guennec

Apologies for Absence: Cllr David Parker, Jude Cormack, Cllr Helen Laing, Pete Smith, Ellie Swinburn, Drew Kelly

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 welcomed Aude Le Guennec to her first meeting.</p>	
2.	<p>Board Administration</p> <p>a) Declaration of Interest: No declarations of interest were noted</p> <p>b) Board Membership: Chair indicated that Jude Cormack has tendered her resignation effective at the end of the meeting. Chair thanked Jude for her valuable contribution over the years. Kim Smith who was interviewed recently has been recommended and approached as a future trustee. It was agreed that her application should be accepted.</p> <p>Committee membership: David Pye, Alison Moore and Aude Le Guennec were appointed to the Audit & Governance committee. With full membership to be reviewed at the AGM.</p> <p>c) Articles of Association: Resolution to amend Articles of Association, approved at February Board was circulated and formally agreed.</p> <p>d) Future Board Papers: Reminder that school swimming paper to be brought to August meeting. Chair also requested that members allocate time in diaries for pre- AGM session on long-term strategy (24 September).</p>	ALL
3.	<p>Adoption of the Minute of the Board Meeting of 26 February 2018 The minute of the meeting was proposed by A Moore and seconded by P Duncan.</p>	
4.	<p>Matters Arising Board noted the update.</p>	
5.	<p>Live Borders 2018-2023 Strategy: Year 1 targets Board noted the measurement criteria to be used for our strategic indicators and approved the targets set in Appendix 1.</p> <p>Clarity was provided in relation to:</p> <p>KSI 2 – participants engaged in more than one activity will be based on members on our databases for Sport and Libraries at the moment. The “community card” work being done will further support.</p> <p>KSI 5 – Library membership – report on the re-imagining of our libraries to be</p>	

	<p>brought to Board in August.</p> <p>KSI 13 – NPS score representative sample lower limit to be examined (6-700 responses per quarter was suggested).</p>	
6.	<p>Kelso High School</p> <p>Finance Committee had considered the proposal to manage the whole school's community use at Kelso High School. Indicative budget was being worked on, however it still needs to be finalised and agreed with Scottish Borders Council.</p> <p>Board agreed in principle to operate Kelso High School community use out with school hours. The recommendations were amended to:</p> <ul style="list-style-type: none"> a) Agree to incorporate Kelso High School facility into the Live Borders managed portfolio, subject to confirmation of acceptable management fee b) Agree that Live Borders Area Manager works with SBC to agree a robust service level agreement, including incorporation of 5% of income for reserves c) That any SLA and management fee is reviewed and adjusted, if necessary, after year 1 d) A strategic discussion on future planning for school estates is held at the next Member/Trustee Liaison Meeting 	CEO
7.	<p>2018/19 Capital Plan</p> <p>Board noted the progress and approved the capital expenditure proposals detailed in appendices for BMS, Website and Hawick Town Hall.</p> <p>It was requested that the Finance Committee examine previous contingency allocations to inform future projects.</p>	CEO
8.	<p>Performance Monitoring 2017/18 – Quarter 4</p> <p>Board noted the financial position, £17k surplus, £27k behind budget. Despite being behind budget this is a positive as a result with previously reported one-off staff costs and delayed implementation of the income generating capital works at Teviotdale Leisure Centre.</p> <p>Board noted the performance indicators. A decrease in culture visits reflects re-calibration recording equipment at Towermill and adverse weather impact.</p> <p>Board noted the complaints, with 54 complaints and 400+k visits being positive. Some benchmarking with other Trusts was suggested.</p>	
9.	<p>Annual Health and Safety report</p> <p>Board noted report, acknowledging accidents/incidents remain low. The position at Peebles High School looks anomalous due to smaller user numbers and remains safe and compliant. An update was given on the recent external audits, which supported the findings of our internal audits.</p> <p>Board request actual numbers of accident and incidents, as well as number per</p>	CEO

	<p>10,000 users are shown in future reports.</p> <p>Alison Moore agreed to attend next H&S Forum ahead of appointment of a Board representative at the AGM.</p>	AM
10.	<p>Annual HR report Board noted the annual report.</p> <p>The job evaluation and harmonisation project was discussed, with draft salary structure received from the consultant work on modelling of the impact is currently taking place. Agreed once this was complete, CEO to discuss Board input with the Chair.</p> <p>Assurance was given that staff appraisal do take place, it is a revised/single process that has been carried forward to the 2018/19 plan.</p>	CEO
11.	<p>Chief Executive's Report CEO's report was noted. Further information was given on the operating model and ongoing work to support the Community Centres management committees.</p> <p>Noted that a report will be considered by Finance Committee on the work and developments at Towermill.</p> <p>A Hutton queried the risks around the radio work, assurance was given that any risks are being managed.</p> <p>The Tapestry sub group of the Board is due to meet in June, with notes circulated to Board thereafter.</p>	CEO CEO
12	<p>GDPR Progress update Board noted the report.</p>	
13.	<p>Safeguarding and Notifiable events Report noted. To ensure our policy is uploaded to website.</p>	CEO
14.	<p>Committee Papers Finance Committee: notes of 8 May were noted and agreed.</p>	

Meeting closed at 8.20 pm

Next Board meeting Monday 20 August 2018