

LIVE BORDERS

Minutes of a Meeting of Live Borders held on Monday 3 December 2018 at 6.30pm
Old Gala House, Galashiels

Present: Bill White (Chair), Cllr Neil Richards, Angela Cox, Alison Moore, Raymond Kerr, David Pye, Cllr Helen Laing, Alasdair Hutton, Ellie Swinbank, Kim Smith, Aude Le Guennec (from 7.15pm)

Apologies for Absence: Cllr David Parker, Keith Allan

In Attendance: Ewan Jackson, Linda Ross, Jane Hogg (until 8.20pm) and Mags Morrison (notes)

	<p>Chairs Welcome/ Apologies of Absence</p> <p>The Chair welcomed everyone to the meeting, introducing Angela Cox as a new Trustee and noted apologies of absence as above.</p> <p>The Chair sought a general discussion/ideas session ahead of moving to agenda items with particular emphasis on future Board meeting requirements and income generation. A wide ranging discussion on alignment with SBC, income generation, cross selling, events, geographic coverage, charging and meeting venues.</p> <p>After discussion it was noted, that meeting venues should be rotated to sites subject to travel distance. Additional presentations on the business would be beneficial the timing of these to be agreed to ensure Board meetings are manageable. Trustees want to innovate and recognise the need to develop, with new business development opportunities explored.</p>	
2.	<p>Board Administration</p> <p>a) Appointment of Trustees: Angela Cox was welcomed to her first Board</p> <p>b) Declaration of Interest: No declarations of interest were noted</p> <p>c) Agenda Plan: Approved</p> <p>d) Scheme of Delegation: Appendix 2, current table, was missing from pack. LR to circulate to Board, Board were supportive of the revised scheme but would confirm by return email.</p>	LR
3.	<p>Adoption of the Minute of the Board Meeting of 20 August 2018</p> <p>The minutes of the Board Meeting of 20 August 2018 were approved by David Pye and seconded by Raymond Kerr.</p>	
4.	<p>Matters Arising</p> <p>Noted that School Swimming communications was behind timeline, target date now January 2019.</p>	
5.	<p>Chief Executive's Report</p> <p>Part 1: KSI 18 Staff Absence rates. Board requested that long term and short-term absence be reflected separately in future reports.</p>	CEO

	<p>Other indicators were discussed and progress noted.</p> <p>Part 2: Financial Performance – detailed discussed at Finance Committee and monitoring position noted.</p> <p>Part 3: CEO confirmed that GDPR and FOI requests are logged.</p> <p>Part 4: The position regarding LGPS consultation was supported.</p> <p>Part 5: Following press articles, it was confirmed the tender process for the Tapestry building was largely on target timescale with opening still scheduled for April 2020. The Board noted the Quarter 2 CEO report.</p>	
6.	<p>2019/20 – 2023/24 Revenue Budget</p> <p>Background to the current position and scenario planning and contingency was confirmed. The Board approved the 2019/20 proposals, subject to confirmation of the management fee and detailed discussion with SBC.</p>	
7.	<p>Universal Community Card</p> <p>Following discussion around the potential uses, advantages and disadvantages of introducing a Community Card (UCC), the possibilities were vast and would require to be well scoped and managed in terms of prioritising what LB wanted.</p> <p>Board approved the work to scope options for a UCC that would support the delivery of Live Borders strategic goals and recommended bringing further paper to board in May 2019.</p>	CEO
8.	<p>Energy management/Environmental Policy</p> <p>Reporting is not yet mandatory of LB, however it is good practice. After positive discussion, it was agreed that the Chair’s signatory is also added to the Environmental and Sustainability Policy. An Aberdeen Councillor had presented at a recent event attended and may be a useful contact.</p> <p>The Board approved the Environmental and Sustainability Policy and Action Plan and to incorporate both into the company’s reporting and governance process. The work with KSB and content of the report was noted.</p>	
9.	<p>Outline Facilities Plan</p> <p>The CEO made the Board aware of a number of property related activities that will dovetail into SBC’s Property Opportunity Plan. Following the development of the Live Borders Strategy 2018-23, there is a need to develop a Facilities Plan to ensure that operational delivery and planned growth can be supported by fit for purpose facilities.</p> <p>The Board approved the principles of the current approach to current facility issues and noted the work to further develop a full Live Borders Facilities Plan, which will be considered by Board in due course.</p>	

10.	Health and Safety Quarterly Report The Board noted the report.	
11.	Volunteering with Live Borders The Board noted the update. Following a discussion around how volunteers are recognised, it was agreed that further consideration should be given to this recognition in the future.	CEO
12	Staff Association The Board noted the work to review the Staff Association, as there are currently several vacancies, including the Chair who also sits on the Board. Update to be provided to the next Board meeting.	CEO
13.	Committee Papers a) Finance Committee – 6 Nov 2018 Notes and capital expenditure proposals approved by Board with the caveat that SBC’s grant contribution is established for Victoria Halls toilets (Common Good Funding or otherwise). Future capital proposals to indicate if the facility is subject to Common Good funding. b) The Great Tapestry of Scotland – 3rd September 2018 Notes approved by Board.	

Meeting closed at 8.30 pm

Next Board meeting 25th February 2019