

LIVE BORDERS

Minutes of a Meeting of Live Borders held on Tuesday 28 May 2019 at 6.30pm
St Mary's Mill, Selkirk

Present: Bill White (Chair), Cllr Neil Richards, Alison Moore, Raymond Kerr, David Pye, Cllr Helen Laing, Cllr David Parker, Keith Allan, Kim Smith, Aude Le Guennec, Angela Cox

Apologies for Absence: Alasdair Hutton, Ellie Swinbank

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

1.	<p>Chairs Welcome/ Apologies of Absence The Chair welcomed everyone to the meeting and noted apologies of absence as above.</p>	
2.	<p>Board Administration a) Declaration of Interest: No declarations of interest were noted. b) Appointment of Trustees: Board agreed the Chair should progress with interviews and make a recommendation on appointment. Trustee training is being progressed through Doodle Poll.</p>	
3.	<p>Adoption of the Minute of the 25 February, 2019 The minutes of the Board Meeting of 25 February, 2019 were approved by David Pye and seconded by Alison Moore.</p>	
4.	<p>Matters Arising Paper noted.</p>	
5.	<p>Chief Executive's Report <u>Part 1 Performance:</u> Positive performance overall with KSI 2, KSI 4 and KSI 13 being highlighted. As previously reported KSI 7 and KSI 17 have their challenges collecting the data and will be removed from future reporting. Other indicators were discussed and progress noted. <u>Part 2 Financial Performance:</u> Small surplus of 12k shown for the year, £35k adverse to budget. Operational budget was below budget with variances/detail outlined in the report and discussed fully by the Finance Committee. The monitoring position was noted. <u>Part 3 Comments, Complaints and Compliments:</u> 58 complaints with 55 closed through front line resolution. A small number in relation to the number of users over the quarter. <u>Part 4 Operational:</u> The Towermill office space is currently fully occupied, along with other operational matters this is a success, deficit at transferred £250k. <u>Part 5 Projects:</u> Jim Clark Motorsport Museum is due to open in July. Great Tapestry of Scotland update provided. Board noted the quarterly performance and service updates.</p>	

6.	<p>Universal Community Card</p> <p>It was reported that the internal working group continues to examine opportunities for the introduction of a UCC and potential impact, with main findings outlined in the report.</p> <p>Board noted the update and requested a change to the recommendation. Board asked that the work continue and is reported back to Board in February 2020. This will allow further examination of some variables, particularly, focus on distinct participants and the impact of data analysis from the new website and library membership.</p>	CEO
7.	<p>Facilities Plan</p> <p>An update was provided on the Draft Facilities Plan, noting the close links to SBC's Property Development Framework and outcomes.</p> <p>After discussion and minor amendments, Board approved the draft facilities plan for consultation.</p> <p>Appendix 2, buildings, to be shared further with Board including subsidy and vulnerability, taking service provision and purpose into account.</p>	CEO
8.	<p>Staff Association</p> <p>Following the resignation of the Staff Association office bearers, staff were consulted on the need for the SA. The staff survey had yielded little return and mix response on the need and purpose of the association. With common theme of communication highlighted. A small number of staff had expressed interest in being involved in the Staff Association.</p> <p>Discussion on the role of the staff representative on the Board was also discussed, with the representative being Trustee at the meetings.</p> <p>After discussion it was agreed, rather than support the recommendation at the moment, that further engagement with the staff who expressed an interest should be undertaken, which along with the focus for the People team on staff engagement and internal communications during 2019/20 this would better inform on the purpose and need for the association.</p> <p>After which, consideration would be given to the Board representative.</p>	CEO
9.	<p>BSL Enterprises Limited (Trading Subsidiary)</p> <p>The Board noted the report and approved the activation of Borders Sport and Leisure Enterprises Ltd.</p> <p>Board supported the proposed transfer of catering, events, appropriate retail and rental along with the proposed BSLE Board membership of 3 Non Executive Members, 2 Live Borders Trustees and 2 Executive Directors.</p>	
10.	<p>People Annual Report</p> <p>Positive gender pay gap was noted. As was the low staff turnover. While Board agreed to be a Scottish Living Wage employer, it was not in a position to seek accreditation without certainty of future pressures and funding. The Board noted the report.</p>	

11.	Health & Safety Annual Report The Board noted the report.	
12.	Approach to Marketing The Board noted the report.	
13.	Committee Papers a) Audit and Governance Committee – 7 May 2019 Notes approved by Board b) Finance Committee – 13 May 2019 Notes approved by Board	

Meeting closed at 8.35 pm

Next Board meeting 19 August 2019