

## LIVE BORDERS

Minutes of a Meeting of Live Borders held on Monday 25 February 2019 at 6.30pm  
Volunteer Hall, Galashiels

**Present:** Bill White (Chair), Cllr Neil Richards, Alison Moore, Raymond Kerr, David Pye, Cllr Helen Laing, Alasdair Hutton, Keith Allan, Kim Smith, Aude Le Guennec, Alison Cox (by Skype)

**Apologies for Absence:** Cllr David Parker, Ellie Swinbank

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

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| <b>1.</b> | <p><b>Chairs Welcome/ Apologies of Absence</b><br/>The Chair welcomed everyone to the meeting and noted apologies of absence as above.</p>  |     |
| <b>2.</b> | <p><b>Board Administration</b><br/>a) <b>Declaration of Interest:</b> No declarations of interest were noted.</p>   |     |
| <b>3.</b> | <p><b>Adoption of the Minute of the Board Meeting of 3 December 2018</b><br/>The minutes of the Board Meeting of 3 December 2018 were approved by Alasdair Hutton and seconded by Alison Moore.</p>   |     |
| <b>4.</b> | <p><b>Matters Arising</b><br/>Paper noted.</p>  |     |
| <b>5.</b> | <p><b>Chief Executive's Report</b><br/><u>Part 1 Performance:</u><br/>KSI 21 energy at risk of not meeting annual forecast, largely as a result of the quarter 1 position. Capital expenditure on energy improvements were discussed, not yet in place to impact consumption.<br/>Other indicators were discussed and progress noted.<br/><u>Part 2 Financial Performance:</u><br/>The detail had been discussed at the Finance Committee, clarification on the one off funding was given. The monitoring position was noted.<br/>Some capital budget will be carried forward to 2019/20 pending the outcome of the NDEEF funded proposals.<br/><u>Part 3 Comments, Complaints and Compliments:</u><br/>Complaints on booking and staff were discussed. An improved booking system will be put in place with the new website in the next two months, however new booking system for children's holiday activities will be later in the year and should alleviate the number of complaints. Customer service will be a key focus in 2019/20, already implemented a programme of World Host training for front line staff.<br/><u>Part 4 Operational:</u><br/>Further information on potential changes to rugby as target sport was requested. An update on job evaluation and harmonisation was given, with appeals to be complete this week. We continue to work through Interface to try and secure funding for "reimagining our libraries".</p> | CEO |

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|    | <p><u>Part 5 Projects:</u><br/> Progress on the Tennis Centre, and responsibilities, was discussed as we continue to work with partners to develop the business case.<br/> Challenges managing tripartite operational arrangements were noted, as both Jim Clark and Tapestry projects progress.</p> <p>Board noted the quarterly performance and service updates.</p>  |     |
| 6. | <p><b>2019/20 Business Planning</b><br/> The management fee reduction was confirmed, and how this links through the detail. The Finance Committee considered a paper on changes to Auto-enrolment, highlighted to the Board. Clarification was given on the impact and the liability reflected in our financial statements regarding the Local Government Pension Scheme.<br/> It was confirmed that KSI 7 &amp; 17 are to be removed from the LB Strategy targets. Library membership increase, while ambitious, will have a focus on online membership with the existing systems all in place. World Host training to maximised where possible.</p> <p>Board:<br/> noted the 3 year business plan (appendix 1)<br/> approved the 2019/20 key strategic indicator targets (appendix 2)<br/> supported the 2019/20 key strategic actions (appendix 3)<br/> approved the 2019/20 revenue and capital budget (appendix 4)</p> |     |
| 7. | <p><b>School Swimming update</b><br/> An update was provided on work to date and the consultation feedback. The complexities of time, curriculum, transport issues noted along with concerns on the sustainability of external funding.<br/> Board noted the progress and supported option 2 in the paper which outlines the proposal to implement a price increase and seek external funding/sponsorship to support school swimming. Further exploration of PEF to be done. It was agreed to pilot this with some schools and re-visit thereafter. Further report to Board in due course.</p>  | CEO |
| 8. | <p><b>Health and Safety Quarterly Report</b><br/> The Board noted the report. A Moore highlighted that some of the representatives had reported time pressures to carry out their roles, which will be addressed through planned people planning work.</p>  |     |
| 9. | <p><b>Committee Papers</b><br/> a) <b>Audit and Governance Committee – 5 December 2018</b><br/> Notes approved by Board<br/> b) <b>Finance Committee – 12 February 2019</b><br/> Notes and capital expenditure proposals approved by Board</p>  |     |

Meeting closed at 8.40 pm

Next Board meeting 20 May 2019