

LIVE BORDERS

Minutes of a Meeting of Live Borders held on Monday 19 August, 2019 at 6.30pm
Live Borders Head Office

Present: Bill White (Chair), Cllr Neil Richards, Alison Moore, Raymond Kerr, David Pye, Cllr Helen Laing, Cllr David Parker, Ellie Swinbank, Kim Smith, Angela Cox, Ross Gardiner

Apologies for Absence: Keith Allan, Alasdair Hutton, Aude Le Guennec

In Attendance: Ewan Jackson, Linda Ross, Ben Lamb and Mags Morrison (notes). Tim Patterson, Joint Director of Public Health (item 3a) only.

1.	<p>Chairs Welcome/ Apologies of Absence The Chair welcomed everyone to the meeting and introduced Ross Gardiner (new trustee) and Ben Lamb (interim Director Ops) 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: Ross Gardiner was welcomed to Board. c) Annual agenda plan: The scheduled report on Environmental Annual report has been delayed until November 2019.</p>	
3.	<p>Health a) Presentation by Tim Patterson, Joint Director of Public Health. There is a statutory duty to publish public health report, copies of which were circulated. Tim gave an informative presentation which outlined the 6 priorities and outlined work on public health reform. b) Health update. Partnership working remains key. Data collection remains a challenge, with happier, healthier and stronger questionnaire recently introduced. The work to continue to develop and grow our health work was noted.</p>	
4.	<p>Adoption of the Minute of the 28 May, 2019 The minutes of the Board Meeting of 28 May, 2019 were approved by Alison Moore and seconded by Angela Cox.</p>	
5.	<p>Matters Arising Paper noted.</p>	
6.	<p>Chief Executive's Report D Pye as Vice Chair of SBHA declared a conflict of interest in relation to paragraph 5.2. <u>Part 1 Performance:</u> Positive performance overall with KSI 9 and KSI 16 being highlighted. Lows include KSI 3, KSI 5 and KSI 21A which were discussed. In relation to the latter, temporary resource (data analyst) is currently engaged to analyse trends. Other indicators were discussed and progress noted. <u>Part 2 Financial Performance:</u> Finance committee considered full report at their meeting on 6 August. Accounts for first 3 months show a £90k deficit which is £9k better than budget. The detail outlined in</p>	

	<p>the report and discussed fully by the Finance Committee, with a report requested on the analysis of our utility spend. The monitoring position was noted.</p> <p><u>Part 3 Comments, Complaints and Compliments:</u></p> <p>53 complaints plus 3 brought forward during quarter, no concerning trends. Part 3 noted</p> <p><u>Part 4 Operational:</u></p> <p>Melrose 3G Pitch: business plan to come to Board via e-mail.</p> <p>Towermill office space: Borders College re-location is coming to an end. New occupants being sourced.</p> <p>Discussion held regarding libraries and the positive work to increase activity, however visitor numbers remain disappointing.</p> <p><u>Part 5 Projects:</u></p> <p>Jim Clark Motorsport Museum opened in July and feedback to date has been extremely positive. Figures to be brought to next meeting.</p> <p>Great Tapestry of Scotland Centre Director has been appointed and will commence in September initially on a part time basis.</p> <p>Board noted the quarterly performance and service updates.</p>	<p>CEO</p> <p>CEO</p>
7.	<p>2018/19 Annual Report and Accounts</p> <p>The report outlined the 2018/19 annual report and accounts. Reconciliation between the management accounts and statutory accounts was outlined along with the reported pension position.</p> <p>Prior to the meeting Scott Moncrieff presented on the legal framework and responsibilities of Trustees.</p> <p>The Board approved the 2018/19 Annual Report and Accounts, noting appendix 3, letter of representation that is submitted to the Auditors on behalf of all Trustees.</p>	
8.	<p>Business Plan for 2020/21</p> <p>Financial challenges facing the public sector continue to have an impact on Live Borders in relation to management fee which has been set at a 3% reduction with Live Borders funding any pressures for the following 2 years. The paper outlined the approach management will take to enable options to be presented which have been discussed and supported by Finance Committee.</p> <p>Board noted the approach and the outline of options being scoped.</p>	
9.	<p>Health & Safety Quarterly Report</p> <p>The Board noted the report.</p>	
10.	<p>Committee Papers</p> <p>a) BSLE Board: 2 July 2019 Notes approved by Board</p> <p>b) Audit & Governance Committee – 22 July 2019 Notes approved by Board</p> <p>c) Community Centre sub group – 22 July 2019 & 13 Aug 2019 Notes approved by Board. Full report to future Board.</p> <p>d) Finance Committee – 7 Aug 2019</p>	<p>CEO</p>

	CAPEX and notes approved by Board	
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Meeting closed at 8.05 pm

Next Board meeting – 25 November, 2019

It was noted that the AGM will be held on 30 September at 6.00pm and will be preceded by a strategy meeting. Further details to follow.