

## 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.

<b>1.</b>	<p><b>Chairs Welcome/ Apologies of Absence</b> 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>	
<b>2.</b>	<p><b>Board Administration</b> a) <b>Declaration of Interest:</b> No declarations of interest were noted. b) <b>Appointment of Trustees:</b> Ross Gardiner was welcomed to Board. c) <b>Annual agenda plan:</b> The scheduled report on Environmental Annual report has been delayed until November 2019.</p>	
<b>3.</b>	<p><b>Health</b> a) <b>Presentation by Tim Patterson, Joint Director of Public Health.</b> 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) <b>Health update.</b> 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>	
<b>4.</b>	<p><b>Adoption of the Minute of the 28 May, 2019</b> The minutes of the Board Meeting of 28 May, 2019 were approved by Alison Moore and seconded by Angela Cox.</p>	
<b>5.</b>	<p><b>Matters Arising</b> Paper noted.</p>	
<b>6.</b>	<p><b>Chief Executive's Report</b> 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> 53 complaints plus 3 brought forward during quarter, no concerning trends. Part 3 noted</p> <p><u>Part 4 Operational:</u> Melrose 3G Pitch: business plan to come to Board via e-mail. Towermill office space: Borders College re-location is coming to an end. New occupants being sourced. Discussion held regarding libraries and the positive work to increase activity, however visitor numbers remain disappointing.</p> <p><u>Part 5 Projects:</u> Jim Clark Motorsport Museum opened in July and feedback to date has been extremely positive. Figures to be brought to next meeting. 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>
<b>7.</b>	<p><b>2018/19 Annual Report and Accounts</b> 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>	
<b>8.</b>	<p><b>Business Plan for 2020/21</b> 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>	
<b>9.</b>	<p><b>Health &amp; Safety Quarterly Report</b> The Board noted the report.</p>	
<b>10.</b>	<p><b>Committee Papers</b></p> <ul style="list-style-type: none"> <li>a) <b>BSLE Board: 2 July 2019</b> Notes approved by Board</li> <li>b) <b>Audit &amp; Governance Committee – 22 July 2019</b> Notes approved by Board</li> <li>c) <b>Community Centre sub group – 22 July 2019 &amp; 13 Aug 2019</b> Notes approved by Board. Full report to future Board.</li> <li>d) <b>Finance Committee – 7 Aug 2019</b></li> </ul>	<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.