

LIVE BORDERS

Minutes of a Meeting of Live Borders held on Monday 25 November, 2019 at 6.30pm
Old Gala House

Present: Bill White (Chair), Cllr Neil Richards, Alison Moore, Raymond Kerr, David Pye, Cllr Helen Laing, Aude Le Guennec, Ellie Swinbank, Ross Gardiner

Apologies for Absence: Keith Allan, Alasdair Hutton, Kim Smith, Cllr David Parker, Angela Cox

In Attendance: Ewan Jackson, Linda Ross, Jane Hogg and Mags Morrison (notes). Paul Cowan, Property and Assets Manager (item 12) only

1.	<p>Chairs Welcome/ Apologies of Absence The Chair welcomed everyone to the meeting and introduced Paul Cowan, Property and Assets Manager 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: No new appointments c) Annual agenda plan: Agreed d) AGM governance: 'Chairs Business' to be introduced as an agenda item for future Board meetings</p>	CEO
3.	<p>Adoption of the Minute of the 19 August, 2019 The minutes of the Board Meeting of 19 August, 2019 were approved by Alison Moore and seconded by Cllr Helen Laing.</p>	
4.	<p>Matters Arising Paper noted.</p>	
5.	<p>Chief Executive's Report <u>Part 1 Performance:</u> Positive performance overall. Lows include KSI 4 and KSI 18 which were discussed. In relation to KSI 4 other memberships, it was explained that some programmes stop in the summer but this was not reflected in the target. An increase is anticipated during Q3 with the return of the hockey programme and with the launch of a gymnastics centre in Galashiels reaching our target by year end. Concern noted regarding poor performance for KSI 3, learn 2 and KSI 5 library membership. Additional information to be provided for KSI 8 in future reports. Trustees were reminded of Live Borders you tube channel which highlights a number of our case studies and activities. https://www.youtube.com/channel/</p> <p><u>Part 2 Financial Performance:</u> Finance committee considered full report at their November meeting. Accounts for quarter 2 show a £36k deficit, £126k year to date. However, this is £12k better than budget. The monitoring position was noted.</p> <p><u>Part 3 Comments, Complaints and Compliments:</u></p>	

	<p>14 complaints received during quarter 2, with no concerning trends. It was noted that this figure is low considering the size and nature of the company. Discussion took place around improving feedback mechanisms.</p> <p><u>Part 4 Operational:</u> Melrose 3G Pitch is now operational, although SLA to be finalised. Application for HLF Horizon funding for £7.5m has been submitted with feedback due in January 2020.</p> <p><u>Part 5 Projects:</u> Jim Clark Motorsport Museum which opened in July recently won the inaugural Royal Automobile Club Historic Award. Very positive feedback and visitor numbers continue. GTOS: It has been confirmed that The Great Tapestry of Scotland Centre will open in spring 2021.</p> <p>Board noted the quarterly performance and service updates.</p>	
<p>6.</p>	<p>Borders Sport and Leisure Enterprises The Articles of Association and agreement were discussed, with input from Board. Both documents will come back to Board in February for full approval.</p> <p>Board agreed the following to be included in the legal documentation:</p> <ul style="list-style-type: none"> a) Para 3.1 a) No, b) agreed no limit, c) agreed conflict of interest, d) agreed the purpose of BSLE was to deliver back into the Charity with wording to be confirmed, e) agreed b) BSLE Directors had meet and discussed the draft. This is a key document to set the relationship with the values and objectives of BSLE consistent and complimentary to those of the charity. Agreed all items to be included. <p>Board approved:-</p> <ul style="list-style-type: none"> a) That the activities outlined in Appendix 3 transfer from Live Borders to BSLE Ltd b) The recharge allocation between Live Borders to BSLE Ltd 	<p>CEO</p>
<p>7.</p>	<p>2020/21 Revenue Budget Year 2 of agreed 3 year position with management fee set at a 3% reduction with Live Borders funding any pressures. The paper outlined the approach management will take and options presented which have been considered, discussed and supported by the November Finance Committee.</p> <p>Board discussed reduced opening hours at sports and utility budget</p> <p>Board approved the draft 2020/21 budget, subject to confirmation of the management fee and detailed discussion with Scottish Borders Council and noted the approach and the savings options presented in Appendix 1.</p>	
<p>8.</p>	<p>School Estate The report outlined the approach to managing the school estate as a result of a number of school based capital projects being developed by Scottish Borders Council and Live Borders future operational involvement in use by the community.</p>	

	Board approved the approach and principles for managing the school estate as set out in the report.	
9.	Community Centres The report outlined the progress made in reviewing the current arrangements and the development of a fair, consistent and sustainable Community Centre operating model. Board discussed the changes and were supportive of the approach.	
10.	School Swimming The paper outlined steps taken since last reported to Board. Following discussion Board asked that work continues with the schools, on alternative funding and options to support every child to swim. Board supported the removal of the subsidy for school swimming by implementation of a revised pricing structure of £1.60 per pupil.	
11.	Staff Association Board considered update since the last report, noting the introduction of HIVE platform (an employee engagement system) which will provide the focus for staff engagement. Updates will be provided regularly to Board. Board supported the disbanding of the Staff Association and agreed to consider revision to the Articles of Association regarding staff Trustee at next AGM.	CEO
12.	Environmental Annual Report Paul Cowan presented on the 2018/19 climate change report; progress made against the environmental and sustainability action plan approved by Board in December 2018 including the recent appointment of a Property and Sustainability Officer and the formation of a cross service Green Team. Future plans and amendments to action plan contained within the report were also outlined. Board noted the annual report and progress on delivering against key indicators and the environmental and sustainability action plan.	
13.	Health & Safety Quarterly Report The Board noted the report.	
14.	Reimagining our Library service update Board noted the progress and requested to be kept informed of progress.	CEO
15.	Committee Papers a) Finance Committee – 9th November, 2019 Board approved the capital expenditure proposals supported by Committee.	

Meeting closed at 8.50pm

Next Board meeting – 24 February 2020