

LIVE BORDERS

Minutes of a Meeting of Live Borders held on Monday 18 May 2020 at 6.30pm
Online

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

Not in attendance: Cllr David Parker, Aude Le Guennec, Keith Allan

In Attendance: Ewan Jackson, Linda Ross

1.	Chairs Welcome/ Apologies of Absence	
	The Chair welcome everyone to the meeting and gave a reminder on use of technology.	
2.	Board Administration	
	a) Declaration of Interest: No interest declared.	
3.	Adoption of the Minute of the Monday 24 February 2020	
	The minutes of the Board meeting held on 24 February 2020 were approved.	
4.	Matters Arising	
	The matters arising in the paper were noted. In addition, it was noted that any changes to services to be transferred to BSLE will come to Board as and when.	
5.	Chief Executive's Report	
	<p>The impact on coronavirus, which affected business from late February, was acknowledged.</p> <p><u>Part 1 Performance:</u> KSI 4 other membership: the change to government funding for 3 year olds was discussed, this had impacted on day time attendance to our play programmes. It was confirmed the gymnastics investment in the Queens is meeting business plan, although this did differ from the KSI target set in February 2019. KSI 18 Staff sickness: agreed ambitious target. Future figures to show number of staff as well as the percentage. KSI 14 World Host: is an accredited customer care training programme. KSI 6 health referrals: Health is priority for 2020/21 and we anticipate an increase in referrals.</p> <p><u>Part 2 Financial Performance:</u> Given the challenges of Peebles High school fire and Coronavirus, financial performance was good with a year-end deficit of £4k, £51k behind budget. A claim has been submitted to SBC for PHS costs. The challenges with high staffing costs in the Operations team will be addressed as part of our restart following Coronavirus.</p> <p><u>Part 3 Comments, Complaints and Compliments:</u> Noted.</p> <p><u>Part 4 Operational:</u> The operational update was noted.</p>	EJ

	<p><u>Part 5 Projects:</u> The project update was noted.</p>	
6.	Coronavirus report	
	<p>Management of the effect of Coronavirus remains the focus, and the uncertainty continues. Work to date was explained along with the current challenges, our approach to restart and recovery along with the scenarios we are currently working to. It was noted that these would change as we progress and greater clarity is established.</p> <p>Board noted their thanks to the team in these difficult times.</p> <p>The main concern related to the financial position of the Trust. With a letter of comfort received, early after lockdown, from Scottish Borders Council discussions are ongoing regarding continued support. To date, similar future financial support is anticipated although this will be reviewed as the impact of Coronavirus becomes better known. Potential for additional funding, through Local Authorities was discussed and will be pursued where appropriate.</p> <p>Customer confidence and behaviour will play a key part in the recovery. How we engage with our customers and manage the restarting communication will be key. The Trust sector and other national agencies are working closely to share intelligence and plan. This work is suggesting a very gradual return.</p> <p>Government announcement on opening of services will be an important step, however, in line with the tests</p> <ul style="list-style-type: none"> Test 1: Can we operate safely for staff Test 2: Can we operate safely for customers Test 3: Financial consequences agreed Test 4: Evidence of need, including consideration of alternative delivery Test 5: Opening hours required <p>we will open only those buildings that can meet staff and customer safety. National guidance is being used to inform the maximum numbers in pools for example. Customer expectation will need to be closely managed during this phase</p> <p>The complexities of un furloughing staff was acknowledged. Intention is to continue to use the Coronavirus Job Retention Scheme. At this time, we anticipate our staff numbers will reduce, but are not yet at a stage of confirming requirements as our programme and opening hours need to be in place. The need to review the furlough top up was noted with current thinking that this would cease in June for casual workers and July for contracted staff. Further information will be shared with Board in due course.</p> <p>The working budget assumption is that we will have reduced income from Community Centres, and tenant rentals, with the details still to be worked out. EJ to write to Management Committees.</p> <p>The opportunities for partnerships, particularly with health were noted. Discussions had also taken place with Abbotsford. Live Borders have great skills and key services, for</p>	<p>EJ</p> <p>EJ</p>

	<p>physical and mental health across sport and culture. EJ to write to NHS/Public Health and Chair to write to Chair of NHS reminding them of the value of Live Borders and services we can provide.</p> <p>Board noted the actions taken, supported the criteria being used to restart the operational aspects of the business and the planning scenarios being used.</p> <p>Board noted their thanks to those staff who continued to work, and asked that those supporting education and health and social care were written to.</p> <p>The informal Board meetings will continue on Thursday afternoons, invites to be sent.</p>	<p>EJ</p> <p>EJ</p> <p>EJ</p>
7.	Environmental Action Plan	
	<p>Board, at their informal meeting of 23 April asked for an update on the environmental action plan. The need to be cautious on committing expenditure and time on staff training on recycling, until the end recycling facilities are in place, was noted.</p> <p>Board noted the update.</p>	
8.	Committee Papers	
	a) Finance Committee: 5 May 2020 – notes of meeting noted.	

Meeting closed at 8 pm

Next Board meeting: 24 August 2020