

LIVE BORDERS

Minutes of a Meeting of Live Borders held on Monday 24 February, at 6.30pm
Old Gala House

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

Apologies for Absence: Ellie Swinbank

Not in attendance: Keith Allan

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

1.	Chairs Welcome/ Apologies of Absence The Chair welcomed everyone to the meeting and confirmed that the Chair's business would be moved on to the next Board meeting.	
2.	Board Administration a) Declaration of Interest: Declarations of interest were noted by A Cox in relation to Borders College moving into Jedburgh Campus and the partnership with Trifitness.	
3.	Adoption of the Minute of the Monday 25th November, 2019 The minutes of the Board Meeting of 25 November, 2019 were approved by Alison Moore and seconded by David Pye.	
4.	Matters Arising Paper noted.	
5.	Chief Executive's Report <u>Part 1 Performance:</u> Visitor numbers are largely positive, although still struggling to hit targets on library visits halls and learn 2. The position relating to recording user numbers in libraries in contact centres was clarified. Further information was provided for KSI21A, noting that work was progressing with time controls and BMS systems within plant rooms with the new post holder focusing on the high usage sports sites initially. <u>Part 2 Financial Performance:</u> Finance committee considered full report at their February meeting, with performance slightly behind budget. It was noted that the full impact on Peebles High School fire was not yet reflected, however an insurance claim would be submitted to SBC. The monitoring position was noted. <u>Part 3 Comments, Complaints and Compliments:</u> Noted as read. <u>Part 4 Operational:</u> Further information was provided on Harestanes, which has seen café income double since playpark opened with some additional spend on toilets and staff. The secondary spend during Santa's Happening event was disappointing and will be examined for future. It was noted that the £7.5m bid to HLF was unsuccessful as the fund was heavily oversubscribed, however follow up discussions are being held with HLF to explore other potential options.	

	<p><u>Part 5 Projects:</u> The position regarding Jedburgh, including the independent Trust, was noted.</p> <p>Board noted the quarterly performance and service updates.</p>	
6.	<p>Borders Sport and Leisure Enterprises Board approved the Articles of Association and agreement, and agreed a third recommendation – to open a bank account and other appropriate paperwork to establish BSLE.</p> <p>Clarification was sought on amendments to the services operated through BSLE, which will be brought to Live Borders Board for approval, with examples of Tapestry and Wilton Lodge Café given. These services will be reviewed annual as part of the business planning process. The requirement to present a business plan three months in advance of the new financial year, in future years, was noted.</p>	
7.	<p>2020/21 Business Planning The paper outlined the approach management will take and budget options presented which have been considered, discussed by the February Finance Committee. Clarification on budget presented against that considered by Committee was discussed (Committee agreed budget supported by the management fee only, excluding Trifitness. The figures presented to Board including Trifitness).</p> <p>CEO updated that discussions were ongoing with SBC regarding a new 3-year agreement with SBC starting in 2021/22, this would like to the Council’s ‘fit for 24’ budget position including future plans for school estate. Clarification on ownership of the existing estate (leased to SBC) and the arrangements for the new integrated campus model (LB would be an operator within) was provided. The need to fully consider the longer term implications of taking on new estate was discussed.</p> <p>Board discussed the Scottish Living Wage, increasing by 3.3% against LB uplift of 2% and the longer term impact and sustainability of this position. While Board continue to be a Living Wage Employer at this stage did not want to seek accreditation. It was agreed this was an area of concern that would need to be carefully considered in future budget proposals and discussions on the management fee with SBC.</p> <p>Board discussed the KSI, in particular library membership and it was agreed that this should be reviewed and a revised target brought to Board in May if necessary.</p> <p>Board supported the recommendations, subject to further scrutiny of KSI5 target.</p>	
8.	<p>Transfer of Estate: Jedburgh Campus and Teviotdale Bowling The report outlined the proposal to seek approval to transfer a further 2 facilities into the Live Borders managed portfolio. Full financial implications and operating model for both projects are being scoped in discussion with SBC. The discussions held under item 7 on reducing management fee were noted.</p> <p>Board agreed the recommendations to transfer the estate, with full business plan to be shared with Board once complete.</p>	

9.	Health & Safety Quarterly Report The Board noted the report.	
10.	Committee Papers a) Audit and Governance Committee: 5 December 2019: Cllr H Laing apology omitted. Notes approved. b) Finance Committee: 6 February 2020 – notes approved. c) Great Tapestry of Scotland Sub Committee: 23 January 2020 – notes approved.	LR

Meeting closed at 8.05pm

Next Board meeting – 18 May, 2020