

LIVE BORDERS

Minutes of a Meeting of Live Borders held on Monday 22 November 2021 at 6.30pm
Online and at Melrose Road, Galashiels

Present: Bill White (Chair), Alison Moore, David Pye, Ross Gardiner, Alasdair Hutton, Cllr Neil Richards, Cllr Helen Laing, Julie Ross

Non-Attendance: Keith Allan, Cllr David Parker

Apologies: Angela Cox, Raymond Kerr

In Attendance: Ewan Jackson, Linda Ross, Ben Lamb, Jane Hogg, Caroline Smith (minutes)

1.	Chairs Welcome/ Apologies of Absence	Actions
	The Chair welcomed all to the meeting.	
2.	Board Administration	
	<p>a) Declaration of Interest: No declarations made</p> <p>b) Annual agenda plan 2022: Accepted</p> <p>c) Trustee Recruitment: Currently have 3 vacancies and we are continuing to actively recruit to the vacancies.</p> <p>There was a discussion regarding skills audit for Trustees. It was agreed to carry out an update of the Trustee skills audit.</p>	EJ
3.	Adoption of the Minute of the Monday 23 August 2021	
	The minutes of the Board meeting held on 23 August 2021 were approved by Alasdair Hutton and seconded by Ross Gardiner.	
4.	Matters Arising	
	The Board noted the update.	
5.	Chief Executive's Report	
	<p>EJ briefed the meeting on the report. Noting financial performance is ahead of forecast although participation numbers are plateauing from October.</p> <p>The current Service Provision Agreement and Schedules are being reviewed with SBC at the moment. This will reflect changes to the services over the 5 years of operation and formalise the inclusion of BSLT services.</p> <p>There was clarification sought for some of the KSIs. Noting error of target against KSI4. KSI5 Library membership was discussed with query of ensuring the most appropriate indicator of service is used. KSI13 Learn 2 confirmed current training would allow return to 80% in January based on trained teachers and current waiting lists across all sites.</p> <p>It was noted that few enquiries have been received for return to school swimming for next term. Further work required in new year to encourage</p>	

	<p>greater return. The sector is hopeful that the Scottish Government may include learn to swim within curriculum.</p> <p>The Great Tapestry of Scotland has been receiving very positive feedback from customers. Board were referred to the Trip-advisor web page for GToS. Plans are in place to promote and link other Live Borders facilities with the Tapestry starting with Old Gala House. Board were updated on a FOI request received.</p> <p>The report was noted by the Board.</p>	
6	Financial Planning	
	<p>EJ briefed the Board on options being scoped to meet the financial cuts outlined in the report. At this stage, the briefing is for scoping purposes only. The options will be shared with SBC officers in the course of the next few weeks for discussion before progressing into the budget process.</p> <p>BW asked Trustees to consider the paper as confidential and reiterated it shows options which are indicative rather than recommended. The options under consideration should not be in the public domain until such time as the detail is clearer. BW invited Trustees to come back with any suggestions that they may have to augment the outline proposals contained in the paper.</p> <p>Board suggested that the scale of the cuts was too great to be dealt with under an efficiency drive and asked if the very difficult options in the paper should be enacted sooner rather than later to ensure the Trust's financial sustainability.</p> <p>Live Borders do make all operational decisions, transformational change such as closure or stopping of services, required both SBC and Live Borders to agree as per contract.</p> <p>EJ confirmed that further information and clarification on the implications would be brought back to Board prior to any formal decision being taken.</p> <p>Board expressed concern on the impact in the communities of any decisions taken on services. Board noted the need to be bold with recommendation, prioritising those that would be more "acceptable" to Board. The principle of bold decision-making, as opposed to suffering a slow death by a thousand cuts was agreed.</p> <p>Board noted update and that further discussion with SBC and the Live Borders Finance Committee was required. Board requested to be kept up to date on discussions.</p>	EJ
7.	2022/23 Revenue Budget	
	<p>LR briefed the Board on the one year budget proposals. Significant additional inflationary pressures will be faced. Further work is required to identify further savings to enable a balanced budget to be presented. Trustees noted the integral</p>	

	<p>links between the budget paper and the financial planning paper considered previously.</p> <p>Trustees noted their fiduciary duty to act in the best interests of the charity at all times. Board recognised the challenges facing the Trust over the course of the next budget year, noted the additional cuts proposed and the actions set out in the report.</p> <p>The Board noted the work to date and approved the proposals to be shared with Scottish Borders Council. BW confirmed that the Liaison Committee had agreed that Live Borders present to Full Council on its activities, performance and future aspirations. The date has yet to be confirmed but we are working towards the December meeting of the Council.</p> <p>A further recommendation that the CEO/ Business Director keeps the Trusts Finance Committee informed of the dialogue and work undertaken with SBC Officers to deliver a manageable balanced budget. The final budget would require to be signed off by Board in February 2022.</p>	EJ
8.	Melrose Road	
	<p>EJ gave the background to the report, with previous agreement to move to a single headquarters. Both Melrose Road and SMM have been considered, and while Melrose Road is arguably the better of the locations it is not suitable to house all the services, notably the mobile libraries.</p> <p>Board noted the rental interest in the Melrose Road site. Ownership was discussed, with view to retain Melrose Road and enquire regarding potential purchase of SMM.</p> <p>The Board approved</p> <ol style="list-style-type: none"> a) in principle to relocate our official HQ from Melrose Road to Selkirk SMM and instruct the CEO to take appropriate steps to deliver this outcome b) the CEO to negotiate the best possible terms with a tenant for the Melrose Road site c) A further recommendation to explore potential purchase option was agreed. This action clearly to precede action b). 	EJ
9.	Border Sport and Leisure Enterprise	
	<p>Board noted the formal transfer of activities and commencement of BSLE on the basis that the non primary trading income would exceed the threshold. Further noting that the BSLE Board has been established.</p>	
10	Health and Safety Quarterly Report	
	<p>Board noted the report. AM remains Trustee report on the H&S Forum and will be invited to the next meeting in January. It was suggested that in due course the role of H&S representative be reallocated recognising AM's new position as Vice Chair.</p>	BL

11	Committee Papers	
	The following meeting notes were approved a) Finance Committee: 17 August, 16 September, 20 October and 9 November 2021 b) Great Tapestry of Scotland Sub Committee: 20 October 2021 c) Member/Trustee Liaison Group: 5 November 2021	
12	AOB	
	Date of next meeting: 28 February 2022	

Meeting closed at 8.05pm