

LIVE BORDERS

Minutes of a Meeting of Live Borders held on Monday 24 May 2021 at 6.30pm
Online

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

Non-Attendance: Keith Allan

Apologies: Cllr David Parker

In Attendance: Ewan Jackson, Linda Ross, Ben Lamb, Jane Hogg, Nicky Bell (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) Board business: There has been a delay with the paperwork for Dr Julie Ross who will join the Board. Trustees were reminded to complete their annual declaration of interest. Aude Le Guennec has resigned as a Trustee.</p> <p>c) Appointment to tapestry Sub Board: Alison Moore has been appointed to the tapestry sub board.</p>	
3.	Adoption of the Minute of the Monday 22 February 2021	
	The minutes of the Board meeting held on 23 February 2021 were approved by Alasdair Hutton and seconded by Alison Moore.	
4.	Matters Arising	
	The updated was noted.	
5.	Chief Executive's Report	
	<p>EJ briefed Board. Restart continues with more venues and sessions available and more colleagues returning from furlough. The National and service specific guidelines are very detailed and complex for many of our services, activities and venues. The guidelines along with our financial position inform our restart plans. It is a challenging balancing act to meet customer expectations while ensuring we do not overstretch resources. We anticipate more critical comments during this restart period.</p> <p>The financial position remains positive, showing a surplus in the last reporting year. We are working with the Finance Committee and in contact with our auditors. Cash flow is positive and remains positive going through the year to March 2022. Our membership is sitting at 54% (as forecast) but occupancy levels are slightly down on forecast. Activities underperforming at present include PAYG (pay as you go) gym visits and swimming lessons. Swim lessons is due to a lack of teacher availability with actions in place to address.</p> <p>Our workforce continue to support SBC, SB Cares, NHS Test and Protect, vaccination receptions across the region. 30 + staff were involved in the recent</p>	

	<p>elections. There is a number of staff still on furlough/flexible furlough. Our total payroll sits at 261 staff compared to 440 in May 2020. We are currently recruiting so headcount will increase. We have committed to reviewing the staffing structure as part of the covid recovery process.</p> <p>AH asked if the auditors had flagged up any unexpected risks, LR confirmed no additional risks had been highlighted at pre audit discussions.</p> <p>RK queried use of our facilities if vaccination clinics extended beyond our restart plan. EJ confirmed our commitment to supporting the covid response. Where possible our activities are programmed around the clinics. BL confirmed NHS has been looking to use other places e.g. Volunteer Hall as the scale of vaccination lessens, although if it the best venue we continue to use it. Clarity is expected over the coming weeks.</p> <p>AM asked about feedback on restart. EJ confirmed there had been some critical feedback mainly with regards to the current timetable for reopening of Libraries and Community Centres. Alternative service for libraries is available through Connect & Collect and mobiles. Library provision also links to SBC managed Contact Centres and School Libraries. Some feedback on timing of Community centres opening. EJ confirmed that all feedback and service provision was under regular review and we continued to look at accelerating the reopening programme without putting the organisation at risk. EJ also advised of the strong collaborative working protocols currently in place between, LB, SBC and other partners in relation to reopening. This allowed for all stakeholders to be kept informed.</p> <p>HL recently attended the Berwickshire Club Sport meeting. While they praised Live Borders management through the pandemic, they raised potential for capital spend locally, through enhancement of the swimming pool and ideally the provision of a 3G sports pitch. BL commented that ELC has had significant investment in replacement boilers and exterior over the last 12 months. Audits of all sites had taken place while closed and ELC report to be checked for potential actions.</p> <p>BW asked what support would be provided to the Community Centre Management Committees to restart safely. EJ confirmed part of reason for late opening was so they were up to standard to safeguard committees and the customers coming in. Online training has been arranged, along with recruitment to the Community Centre Liaison Officer to ensure all Management Committees are supported.</p>	
6	Future Learning Estate: Galashiels Community Campus	
	<p>Live Borders is committed to collaborating with SBC and other stakeholders on the campus development. BL shared a discussion document which considered how the already excellent plans could be further enhanced to optimise the sporting and cultural opportunities that would arise from the development. The paper recognises that aspiration will, in all likelihood, require to be adapted to</p>	

	<p>meet resource constraints. This was reaffirmed by BL. Live Borders has engaged with local, national and regional organisations with a view to establishing possibilities around external funding as well as opportunities for future events of regional and national significance. Trustees were asked to recognise that LB has experience of stakeholders pledging support for projects and then not necessarily following through on pledges. It would be important when working with stakeholders to keep this in mind with a view to managing expectations. The resource constraints are significant and any change from the current plans would require to be supported through a positive (hard and soft) return on investment evidenced through robust business planning process.</p> <p>RG welcomed the paper. The detail of the investment, £55m, was not known, however this paper was aimed at supporting decisions on design at an early stage in the process.</p> <p>In Galashiels specifically, an indoor Tennis Centre will form part of the school proposal. Funding for this would be sought from external funding bodies as per previous reports to Board. BL clarified that the tennis centre would be unique to Galashiels.</p> <p>RK felt that there was an emphasis on sport. However, the cultural aspirations are less space intensive and are covered in the more detailed appendix following input from others in the sector.</p> <p>KS sought clarification on the multiple sport requirements. BL informed that these are broadly similar across a number of sports and could be accommodated within the design.</p> <p>Board welcome the early input to the design process and approved the document to be shared with SBC.</p>	
7.	Place Making and Service Design	
	<p>The paper provides an update on the Service Redesign and place making process. The report, going to Council on 17 June will be based on the service design principles and options detailed in the appendix. These principles and options will form basis of the place making discussions.</p> <p>AM asked regarding libraries is there a chance of buildings closing. The paper focusses on service provision rather than buildings. In the restart plan all buildings will open, although some maybe on reduced hours.</p> <p>AC asked if at end of this the options that are settled on are not affordable for Live Borders or do not reflect our vision and strategy, how the Board would be engaged EJ confirmed Board would be consulted before any final decision. The Service Provision Agreement sets the process and any venue being closed has to be agreed by Live Borders and SBC.</p>	

	<p>AH enquired if the council had given any indication of their intention for future delivery to move from physical to digital. There has been no decision, this will be covered during the place making and service redesign consultation. The Contact centre service continued during lockdown and Libraries have had a digital function through lockdown that has also worked.</p> <p>EJ stressed that this report is very important as to how things will look in the future. It was acknowledged that with regional elections next year the pace of progress could be impacted.</p> <p>RG asked if with regards to the service provision agreement document, there is a timescale for it to be reviewed, EJ said nothing set in the agreement but was agreed 5 years would be an acceptable period.</p>	
8.	Annual People report	
	<p>EJ updated that paragraph 2.9 should read 135 people, would have taken up Westfield health platform. With a focus on engagement and management through covid, it has been a challenging year.</p> <p>RG noted low survey response. EJ confirmed feedback from staff in a number of ways. Survey also goes to casual workers. Feedback and engagement from staff has been positive during covid, for example all staff calls have been well attended.</p> <p>AM asked if a gender pay reported could be brought to Board. LR confirmed this would be reinstated for 2021/22.</p> <p>BW asked about use of Westfield. LR confirmed quarterly reports are provided on use.</p>	
9.	Annual Health & Safety Report	
	Board noted the report.	
9.	Committee Papers	
	<p>a) Finance Committee: 11 March, 8 April and 11 May 2021 – notes of meetings noted.</p> <p>b) The Great Tapestry of Scotland sub Board: 18 May 2021 – notes of meeting noted.</p> <p>c) Notes from Board discussions: 25 March and 22 April 2021 – notes of meeting noted.</p>	

Meeting closed at 8.05 pm

Board discussion: 4 pm Thursday 1 July 2021

Board meeting: 6.30 pm Monday 23 August 2021