

LIVE BORDERS

Minutes of Meeting of Live Borders held on Monday 21 August at 6.30pm
At Live Borders head office and Online

Present: Alison Moore (AM) (Chair), Ross Gardiner (RG), Bill White (BW), Ewan Elder (EE), Pete Smith (PS), Raymond Kerr (RK) (online), Neil Richards (NR), Sarah Mathieson (SM), Tom Weatherston (TW) (online), Cllr John PatonDay (JPD), Carly McCallan (CM)

Apologies: John Fordyce (JF)

In Attendance: Ewan Jackson (EJ), Jill Franks (JF), Graeme McMurdo (GMc), Fiona Colton (FC), Sarah Simpson (SS) (minutes)

1.	Chairs Welcome/ Apologies of Absence	Actions
	The Chair welcomed all to the meeting. AM welcomed Carly McCallan	
2.	Board Administration	
a)	Declaration of Interest: Peter Smith, Borders College	
b)	Board business: Kirsty Kiln, Public Health taking over from Keith Allan and has agreed to join the board as NHS appointee. AGM will be her first meeting. Committee makeup – AM proposed EE and CM join the Finance Committee; JPD join the Audit and Governance committee and TW moves from the Finance Committee to Audit & Governance. All agreed. Trustee training – Accounting basics - What does going concern actually mean? Councillor’s Open Day – everyone has it in their diary. SM, RG and AM attending, along with Tom and John from SBC.	
3.	Spotlight: Museums Acquisitions and Disposals	
	Fiona Colton presented an overview of what is happening in Museums Acquisitions and Disposals then answered questions relating to the slides. The Board noted the update.	
4.	Adoption of the Minutes of 22 May 2023	
	The minutes of the Board meeting held on 22 May were approved by AM and seconded by SM. Note - Amended in minutes that SM moving from Finance Committee to the Audit & Governance Committee	

5.	Matters Arising	
	<p>Page 7 – actioning items from previous Board meeting. Rather than having a 3rd committee for GTOS, separate focus group set up instead.</p> <p>Head office move – Civic Hub looking very expensive agreed to delay until the strategic review was complete.</p>	
6.	<p>Annual Report & Financial Statements Approve Annual Financial Statements Approve Trustees Report</p>	
	<p>Annual Report & Financial Statements</p> <p>BW gave an overview of the statements. Audit & Governance Committee had scrutinised figures with auditors present; all happy with figures and all questions raised by Auditors had been dealt with. Noted adjustments made - £3.6m credit is a pension adjustment but questioned why 2 separate pension adjustments - ACTION EJ/JF to answer</p> <p>A number of amends were requested to be made to the Trustees Report – all actioned. EJ had gone back to SBC asking for a stronger letter of comfort. Azets asked to put in a paragraph about going concern – ACTION EJ to circulate this paragraph, the new letter of comfort and the budget that went to Azets to Board prior to AGM.</p> <p>Approve Annual Financial Statements Not approved today, once EJ circulated, invite comment and decision to be made via email.</p> <p>Approve Trustees Report ACTION To be sent out together with updated 12 months accounts position reflecting date of signing.</p> <p>The Board noted the update.</p>	<p>EJ/JF</p> <p>EJ</p> <p>ALL</p>
7.	Joint Strategic Review update	
	<p>AM gave a verbal update on Joint Strategic Review. Staff workshops, building audit, community engagement events now completed. Public online survey and high school events to follow. The consultants are gathering the data asking about our service review and what people want. Will be looking at governance arrangements, funding received and SBC contracts with LB. As an organisation we need to discuss what our red lines might be with regards to what we will and will not accept in terms of closures, changes, etc. Tight timescale as trying to fit into SBC budget planning timescale.</p> <p>New future contracts will need scrutinising with an eye on the future. Efficiencies – SBC will make the decision re closures. Equalities Impact assessments is factored into every part of this review. Status of review NOTED</p>	

<p>8.</p>	<p>Chief Executive Officer's Report</p> <p>EJ summarised the CEO Report KSI 19 – staff turnover rate is low and performance against annual target is good. Only 17 leavers in last quarter, 4 from the finance team which has caused a challenge. First quarter not quite met income target but Peebles Pool only just opened. Performance indicators, majority green. KSI 3 should increase now Peebles open Tri-Fitness nominated for Scottish Gym of the Year. Pre covid numbers would be good to compare. Complaints increasing – property age is a huge factor. Boiler problems, pump problems, so water and building temperature are main complaints. Energy audits are being done by SBC</p> <p>The Board discussed and noted the CEO report.</p>	
<p>9.</p> <p>a)</p> <p>b)</p>	<p>Quarterly Reporting</p> <p>External Service providers Monitoring Group First paper – verbal update by GMc. Bulk of paper will be covered in CEO report. Previous meeting was 6 June. Some figures presented were inaccurate on validation , so we need to go back and re-issue. ACTION GMc will share the paper tomorrow.</p> <p>Projects Update report GMc went through paper and briefly summarised some current projects.</p> <p>Review – progressing. Interim report was issued in June and shared with Board. Surveys in many formats now done and data coming in. Next stages need to be looked at. Final report due October 2023. Interim report – to be shared again as Board unable to open. ACTION GMc</p> <p>SBC community conversations starting this week in schools, LB asked to join.</p> <p>Caravan Park – language in document needs re-wording ry. ACTION GMc to amend</p> <p>Tennis – discussed.</p> <p>Head Office move – costs in re Civic Hub from SBC they are very high, further conversation to be had with wider options to be brought back to Board post review.</p> <p>The Board noted the update.</p>	<p>GMc</p> <p>GMc</p> <p>GMc</p>
<p>10.</p>	<p>Compliance Surveys and Capital Plan</p>	
	<p>Compliance reviews completed in Teviotdale, Gytes & Eyemouth – New software called Riskproof now set up within sporting service. Capital concern – boilers, fire doors, aging estate, net zero. All of which is a big part of the review.</p>	

	The Board noted the update.	
11.	Spotlight: Great Tapestry of Scotland	
	<p>Quarterly report – visit from King and Queen with positive media. Development activity on educational side. 10th anniversary of first tapestry on show coming up. Income rising. GTOS focus group started as part of the review. ACTION GMc Point 16 needs looking at.</p> <p>The Board noted the update.</p>	GMc
12.	Health & Safety	
	<p>EJ – last quarter. One reportable accident to report.</p> <p>On the back of compliance reviews, remedial work required. Checks being done with new software being used.</p> <p>IOSH training happening at present with facility management</p> <p>The Board noted the update.</p>	
13.	Committee Papers	
	<ul style="list-style-type: none"> • Audit & Governance Committee – 31 July 2023 <p>Received Draft Notes– still to be ratified by committee.</p> <ul style="list-style-type: none"> • Finance Committee – 8 August 2023 <p>Received Draft Notes– still to be ratified by committee.</p>	
14.	AOB - None	

Meeting closed at 20:20

Date of next meetings: 25 September 2023 AGM
20 November 2023