

LIVE BORDERS

Minutes of a Meeting of Live Borders held on Monday 18 November 2024, 6.30pm

Present: Neil Richards, Caroline Cochrane, Jane Cox, Marshall Douglas, Fiona Doig.

Apologies: Hollie Marshall

In Attendance: Jill Franks Interim CEO, Graeme McMurdo, Nuala McKinlay, Jenni Craig, Owen Adams, Sheila Brodie (notes)

1.	Chairs Welcome/ Apologies of Absence	
	JF and NR welcomed everyone to the meeting.	
2.	Board Administration	
	<p>a) Declaration of Interest: none.</p> <p>b) Board business: Board noted resignations of Alison Moore (chair), Bill White and Carly McAllan. Neil Richards accepted nomination as Vice Chair (JCx) seconded (MD).</p>	
3.	Adoption of Minutes of meeting 26 August 2024	
	<p>Minutes were adopted.</p> <p>Board noted and verified:</p> <p>August – Special Resolution Single Member (vote)</p> <p>October – amendment to MEMARTS (approve SBC as Member amendments)</p> <p>October – Accept additional terms (vote)</p>	
4.	Matters Arising	
	<p>A number of items were closed as complete.</p> <p>Matters Arising tracker updated to reflect updates and closures.</p>	
5.	Governance Update	
	<p>Report setting out changes to status and changes to the Articles of Association was noted. The Board Governance Guidelines were approved.</p> <p>Discussion on the process, fairness and transparency of recruiting staff reps for Board (2). The model proposed was agreed with the caveat that temporary employees must not be disadvantaged and should be considered as equal to those with permanent contracts.</p>	OA
6.	Transformation	
	<p>A lot of work still ongoing. Some streams in the programme need to have heightened priority. P7 Property and Services is critical. Budget implications and challenges discussed. Board brought forward their own observations, discussing wider projects such as Place making. The need for investment was recognised, but that this had to come at cost to other areas.</p> <p>JC recommended that new Board take some time out to become more familiar with the Transformation work.</p> <p>Noted that the extensive appendix to the report gives a great amount of background in one place. FD noted that it was a good paper and commented on the social impact of delivered services, her interest in the wellbeing agenda and social capital. Discussion around what might be done, MD recognising the needs of people who cannot access services online. Board noted unknown budgets and SBC under budget pressure too.</p>	ALL

	Going forward consultants are in place to look at modernising, use of space, incorporating buildings with NHS treatment rooms, for example. Some funding from SportScotland who would need to be involved in the steering group.	
7	Staff Appraisal Process	
	Staff Appraisal is a recommendation of the Transformation programme and ties in with the 2024 People Strategy. OE proposed a hybrid model with elements of looking back and measuring performance, but emphasis and focus on development being key. NR sought clarity which was that the model will assist with succession planning and sustainability. JCx asked that it look at people's attributes to establish what other roles they could deliver. SBC happy to share their appraisal process. Board noted the importance of investing in staff. The recommendations were agreed. Hybrid model, 2025/26 launch and pilot first tranche of roll out in Business Support.	
8.	SportScotland Benchmarking	
	This is a national annual review. The report highlights key areas for consideration – synthetic pitches and prices (commercial) collected in the review versus reality which is for training affiliated clubs hire a partial pitch (and lights, additional cost) for training which brings the price they pay down considerably. Generally Live Borders compares well. Noted some disparity with Berwickshire SBC pitch hire at the three PPP schools (cheaper).	
9.	Live Borders Audited Accounts FY23/24	
	Report presented to Board along with the accounts, letter from the auditors and letter of comfort from SBC. JF noted that Azets (auditors) had delivered a clean audit report; this is a credit to the finance team. Noted that this is not the first time Live Borders had sought a letter of comfort, this is in common with most Trusts as reserves were exhausted during the Covid pandemic. Live Border ability to achieve the required savings delivery remains in question. NR, Vice Chair, to be invited to join the Transformation and Programme Executive Board. Board approved the accounts, the Trustees report (looking back) and the auditors' letter of representation (looking forward).	JC
10.	Live Borders Management Accounts (late paper circulated after meeting)	
	This report would have gone to Finance Committee. It is a challenge to get accounts closed in the 2 week period. October A/Cs are £530k behind budget position. An outcome position of £840k is forecast. Figures have been reworked to take into account transfer of Active schools and Sports Development to SBC, the loss of the savings which they would have delivered and the unintended costs of their transfer. Cash flow is a real issue following the exhaustion of reserves, SBC is being helpful in advancing the payment of the management fee. JF outlined the overall position, then took Board through key contract which have been identified, looking to drive efficiencies in this area. Comments and suggestions sought from Board. MD stressed the need to review the figures. ACTION: circulate management accounts and papers. JC offered help from SBC finance team – line by line – to assist with reviewing budgets.	ALL SB
11.	CEO Quarterly Report	
	The CEO report detailing performance against target and showcasing service delivery through case studies and service updates was noted.	

12.	Health & Safety Report	
	JF summarised the key points, noting that if the H&S officer contract is not renewed it will leave Live Borders in an exposed position.	
13.	Live Borders Business Plan 24/25 Executive Summary	
	The full Business Plan went to Board in May 2024. CEO was asked to produce and executive summary. Board received this and were advised that there are links to many appendices for greater insights.	
14.	Future Meeting dates	
	Board agreed to take any committee business as board Business until such time as committees are re-established. Dates to be circulated for approval following the meeting. CCx sought an opportunity for Board to meet and engage with senior staff team. This to be arranged.	JF
15.	AOB	
	None	

Meeting closed at 9.10 pm