

LIVE BORDERS

Minutes of a Meeting of Live Borders held on Monday 20 May 2024, 6.30pm

Present: Alison Moore (AM) Chair, Tom Wetherston (TW), Scott Hamilton (SH), Bill White (BW), Neil Richardson (NR), Carly McAllan (CM)

Not in Attendance: Hollie Marshall (HM)

In Attendance: Jim Hutchison, Graeme McMurdo, Jill Franks, Nicky Bell (Note taker)

1.	Chairs Welcome/ Apologies of Absence	
	The Chair welcomed all to the meeting.	
2.	Board Administration	
	a) Declaration of Interest: None b) Board business: There been some movement on committee structure, this will be in the narrative in the accounts for 2023/24. Following the last board meeting John Fordyce, Sarah Mathieson, Euan Elder and John PatonDay resigned from the Board. We welcome Scott Hamilton. BW has moved to chairing finance committee. TW to chair Audit and Governance, SH will also become a member on the Audit and Governance, HM will now join the Finance Committee. There is a need for a H&S rep from Board if you would like to volunteer please let AM know.	
3.	Adoption of the Minutes of Board Meetings	
	25 March – Minutes approved. BW and TW approved. 22 April Extraordinary – Minutes approved – CA and BW approved. 30 April Extraordinary – TW and NR approved.	
4.	Matters Arising	
	All matters arising were closed at the March meeting. Noted.	
5.	Committee Papers	
	Finance Committee – 14 May – Minutes Discussed last financial year and 24/25 budget.	
6	Update on CEO Recruitment Process	
	AM confirmed we had used a different recruitment process for this vacancy, there was an initial meeting with the recruitment company and they went over the profile etc of the business. The recruitment company put forward 6 people who Alison met for coffees, 3 would have been a good fit, 1 more a depute role, and 2 not a good fit. Invited 3 of them for interview, but then received a request to not go ahead with the interviews, so at present no active process. Jim finishes at the end of May, discussions within council taking place May and decision June.	
7.	Chief Executive Officer's Report	

Chief Executive Officers report – Draft

Reports stays the same until end of Quarter 4 and look at new layout going forward, reporting on certain KPI's.

When reporting on wages this now includes travel and consultancy fees. BW stated we are hit with minimum wage with us having a young workforce and who are on minimum wage, JH when the minimum wage goes up more staff are caught up in that process.

Board noted the Reserves position.

JH confirmed that the £600k has been taken out of this years budget that we haven't had agreement from SBC, £593k loss for 24/25 predicted , £500k from last year for quarter 1 and 2 this year, then £600k needed for the last two quarters. Shaun showed a scenario at Finance Committee showing cash would be exhausted by August or September, this now looks to be December; JH said that income had been put in as same every month, the new document gives a more reflective view of what will happen for the year. BW asked if we should include seasonality when we are short of money in the bank, JH confirmed weekly reports are helping with the monitoring of this, all leisure sites will adapt this process.

VAT JH looked at what Live Borders were doing, Mazars are having a look at this to see if there is anything else we can recover.

Staffing recruiting Head of Libraries, two are suitable to go forward to next stage. AM would like to note that should we be recruiting when CEO on hold, feeling is that we would proceed or look at other options.

Shaun no replacement at present one interested party but asking too much salary, Amanda Parker could step in, in the short term

Halls pitches and community centres, restructure looking at bringing in an area manager to free up Scott and Graeme so they can concentrate on other projects.

Induction process is being written.

Two mobile vans on order, one van was condemned, school van will be used in the summer holidays, trying to get one van delivered quicker. For the new vans there will be fundraising to put defibrillators on the vans.

Donations - £10k from one estate, Jim Clark Motor museum £1k donation partly to be used to take staff out. Tapestry morning chef for breakfast trade trialling for 3 months. Hawick Museum and Jim Clark Museum try and link with Borders motor link.

TLC temporary boiler, June-March £63k for, heat exchanger needs to be redone £54k looking to see if there are other options.

	<p>External Services Providers Monitoring Group – Draft GM said there was a feeling that narrative was appreciated and that the report would be changed going forward. SH did say the context was appreciated.</p>	
8.	Joint Strategic Review	
	<p>AM asked GM to update, reports is part update and part proposal and has been discussed at JOG. This is on the back of the March report to council. Trying to reduce the amount of projects, more alignment with pricing in SBC and Live Borders, example pitches at high schools so much cheaper than pitches run by Live Borders. Admission charges for museums – look at considering charging for people outside the borders, Glasgow and Edinburgh looking at this we will wait and see their outcome, we will continue to try and maximise donations. Joint review of support services work has been done jointly, finance, payroll and HR, IT systems for these are different from SBC would be more expensive to move these, Comms & Marketing probably wouldn't fit, Business support also being looked at. Property could make a difference.</p> <p>Ideas and innovations – these are now coming into Live Borders.</p> <p>Head office move – now complete.</p> <p>AM asked how paper received GM said not much feedback, councillors will get an update on the transformation in June.</p>	
9.	Budget FY24/25 and Business Plan	
	<p>AM stated the finance committee met last week and looked at figures, these have slightly changed but magnitude the same, can't pass budget for this financial yet, we are £1million short this year. Finance committee scrutinised the budget and recommend that we approve an interim budget. JF we will monitor on a monthly basis, other part is to develop a one year business plan. Ten year plan to start in September. One year to align against what the SPA want us to do. The plan is to identify on a single sheet the venues costs and what it does these will be attached to the business plan. The plan is a work in progress any comments would be appreciated. Some further areas have been included on SBC's request.</p> <p>AM asked board to read the paper and send comments to JF. The deadline is for the end May, is this because of transformation or JOG, the council meeting changed the date to the end of May as part of the conditions of the £600k. TW confirmed the conditions are being raised at SBC.</p>	

	<p>Section 6 - the managers have worked on the activities programme and how this aligns to community planning partnership. The leadership team have identified what we are already doing and what we can expand on.</p> <p>Retention strategy was this about people or membership? JH need to get clarity.</p> <p>JF said we should be doing one on the retention of members.</p> <p>Interim budget – Board approved the interim budget.</p> <p>Note that budget and Business plan will be submitted to SBC at the end of May.</p> <p>Board discussed the situation with the conditions imposed by councillors.</p> <p>AM suggested we should send a letter, Scott suggested we go back saying we accept the Business Plan and an Observer on the Board and ask for further clarification on the third point. Also included Business Plan and Interim budget.</p>	
10.	Health & Safety	
	<p>a) Approval of Health & safety Policy Updated - policy has been reviewed, needs signed off by the Board. Approved</p> <p>b) Health & Safety Report Been an increased focus on health and safety over the last 4-5 months and this is reflected in how the company works, 4th IOSH course running so will be 60 people trained. Jill Gill has supplied the accidents and incidents for the report. Everything progressing in the right direction, policies and procedures are being worked on.</p>	
11.	Meeting Schedule – Variations to Agreed Schedule 2024/25	
	<p>Finance committee been arranged. Board needs changed for autumn to fit in with council budget process. Will be done for Board in due course. Audit & Governance to be quarterly.</p> <p>Board meeting to be held before Council meeting, date to be arranged.</p>	
12.	AOB	

Meeting closed at 8.50