**CULTURE NL BOARD MEETING**

**MINUTE OF BOARD OF DIRECTORS**

**HELD IN**

**MEETING ROOM, HOULDSWORTH CENTRE, WISHAW ON MONDAY 25 JANUARY 2016 AT 1PM**

**Present:** Heather McVey (Chair)

Adam Smith

Alan Stevenson

Jim Law

Gillian Hunt

Harry Curran

Alan Graham

Michael McPake

David Craig

John Lambert

**In Attendance:** Jillian Ferrie, Chief Executive, Culture NL

Paul Hughes, Head of Financial Services, NLC

Lizanne McMurrich, Head of Education (Skills and Lifelong Learning), NLC

Brian Mullins, ICT Manager, NLC

Alison Mathieson, Finance Manager, Culture NL

David Wilkinson, Finance Manager, NLC

Fiona Ekinli, Principal Solicitor, NLC (Company Secretary)

Evelyn Ross, Solicitor, NLC

**Apologies:** Alison Denvir

Tom Curley

Karen Fleming

1. **Apologies**

Apologies were noted.

1. **IT Update Report**

The Chair requested that agenda item 10 be dealt with as the next item of business.

Brian Mullins (BM) presented to the Board a report on the status of current and planned ICT project activities which support the implementation of Culture NL’s business plan.

Jim Law (JLaw) asked if there was an anticipated date for the Spektrix Booking System going live. He noted there had been multiple discussions about the replacement booking system and the impact it has on income generation. He asked that it be fed back to EGASD that the implementation of this new system was critical to Culture NL business and should be prioritised accordingly.

Michael McPake (MM) asked why there were Wi-fi issues in the Houldsworth Centre given it is a brand new building. The Chair asked that providing Wi-fi services within the library should be an absolute priority and should be investigated and reported back to the Board.

The Board noted the contents of the report.

1. **Declarations of Interest**

No declarations of interest were made.

1. **Minutes of Previous meeting**

Draft minutes were presented to the Board.

Alan Stevenson (ASt) proposed and JLaw seconded

There were no matters arising from the draft minutes.

1. **Facilities Bookings Software Solution Update Report**

JF presented to the Board a report recommending that the Achieve Room Bookings system be replaced due to it no longer being supported by the provider, Firm Step.

The Board agreed the recommendation outlined in the report.

1. **Update Report by Culture NL Chief Executive – 8 October 2015 to 15 January 2016**

JF presented to the Board a report providing an operational update for the period 8 October to 15 January 2016.

JF advised that 35 applications had been made under the VERA policy and those applications which met the cost savings test have been accepted.

Gillian Hunt (GH) asked if the catering review was complete. JF advised that CultureNL is currently seeking legal advice regarding its required Employers Discretion Policy, following which the final staffing change required in catering will be made.

The Board noted the report.

1. **P9 Finance Report**

Alison Mathieson (AM) presented to the Board a report providing the current budget monitoring position for Culture NL for the period 1 April 2015 to 11 December 2015.

Allan Graham (AG) asked how the current financial position compared with last year. AM advised that reserves from Year 1 had been used to allow the embedding of the efficiency savings and that the underspend needed to be maximised. AG asked whether the 32.1 FTE vacancies would be deleted – AM advised they would be incorporated into the new structure.

JLam asked for more information on the projected £95,000 overspend in Supplies & Services, in order for the profitability of the wedding business to be considered. AM advised the budget would be updated and the Chair asked for further information on this to be brought to the next meeting.

The Board noted the report.

1. **Q2 Performance Report**

JF presented to the Board a report with information on the performance of Culture NL for the period 1 July 2015 to 30 September 2015.

ASm asked if Culture NL had input to the NLC efficiency savings consultation. JF advised no collective Culture NL response was made.

JLaw asked that market research findings be reported to the Board and asked about the drop in attendance numbers. JF advised this was partly due to a number of specialist community arts tutors resigning which required a number of classes to be cancelled until new tutors were recruited.

MMP asked why there were new libraries in Newmains and Wishaw but libraries in Coatbridge and Airdrie were potentially being closed. JF advised that the Newmains library project had been commenced by NLC prior to Culture NL and that all proposed closures were based on framework evidence of attendance, usage, condition etc.

The Chair noted that the Lego Exhibition had been nominated for a Lanarkshire Business award and asked that the Board’s congratulations are passed onto staff.

The Board discussed requesting a change to the KPIs that are reported to NLC to ensure they are appropriate and fit for purpose.

The Board noted the report.

1. **Business Development (Marketing) Update Report**

JF presented to the Board a report providing an overview of the operational marketing activity, strategies and plans for the period November 2015 to January 2016. She advised that now that the new marketing team is in place more detailed reports will be brought to the Board.

JLaw suggested that evaluations of marketing strategies are undertaken and reported on in order to understand what how best to deploy staff time and efforts.

The Board noted the report.

1. **North Lanarkshire’s War – WW1 Update Report**

JF presented to the Board a report providing information on the first full year of the North Lanarkshire’s First World War commemorative project.

GH advised that it was Stepps Primary School that won the First World War ‘Big Read’ quiz.

JLaw asked that an annual plan be prepared to assist the Board in keeping up to date on what is happening with the project.

The Board noted the report.

1. **AOCB**

ASt advised that Kilsyth Community Council have mahogany furniture which it would like to provide for use at the Colzium Clock Theatre if it was required.

ASm asked that the Board be provided with updates on the Health & Safety Committee.

John Lambert (JLam) asked for Board papers to be provided in PDF format.

JF advised she would circulate dates for 2016 Board meetings to the Board.

The next Board meeting will take place on 21 March 2016.