**CULTURE NL BOARD MEETING**

**MINUTE OF BOARD OF DIRECTORS**

**HELD IN**

**MEETING ROOM, CONCERT HALL, MOTHERWELL ON MONDAY 21 MARCH 2016 AT 1PM**

**Present:** Heather McVey (Chair)

Alan Stevenson

Jim Law

Gillian Hunt

Karen Fleming

Michael McPake

David Craig

Paul Kelly

**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

Alison Mathieson, Finance Manager, Culture NL

Fiona Ekinli, Principal Solicitor, NLC (Company Secretary)

Evelyn Ross, Solicitor, NLC

**Apologies:** Alison Denvir

Alan Stevenson

Adam Smith

Harry Curran

John Lambert

1. **Apologies**

Apologies were noted.

The Chair welcomed Paul Kelly (PK) to the Board.

1. **Declarations of Interest**

No declarations of interest were made.

1. **Minutes of previous meeting**

Draft minutes were presented to the Board.

David Craig (DC) proposed and Jim Law (JLaw) seconded

Gillian Hunt (GH) asked that minutes be made available online.

Jillian Ferrie (JF) advised the Board that the Wi-Fi issue in the Houldsworth Centre which was discussed at the previous meeting was now being attended to and the additional works required would be funded by North Lanarkshire Council.

Alison Mathieson (AM) provided an update on her report from the previous meeting regarding the £95,000 overspend in Supplies & Services. She advised there was an overspend but also an over-recovery of income so it was projected that there would be a £40,000 wedding profit.

1. **Chief Executive Update Report**

JF presented to the board a report providing an operational update for the period 15 January 2016 to 11 March 2016.

JF sought approval to commence discussions with NLC regarding the possible transfer of play services from Culture NL back to NLC. Play Services currently work closely with several NLC sections, are capital funded by NLC and provide play facilities within the NLC area. The Play Services Manager is retiring on 31 March 2016, leaving two full-time and one temporary member of staff who would transfer back to NLC should the proposal be accepted. The Board approved the action point.

JF advised that NLC Corporate HR had informed Culture NL that in future it will be required to carry out its own Job Evaluation process rather than submit requests to NLC. She advised that HR staff will undertake job analyst training to allow them to carry out the evaluations, and that Culture NL will also be set up on the recruitment portal to allow it to carry out its own recruitment. Jim Law (JLaw) asked what impact this would have on resources, given there is only a small HR team. JF advised Fraser Simpson was keen for his staff to take this on and, in relation to the job evaluations, there would not many posts to evaluate following the service reviews. Lizanne McMurrich (LMcM) asked if Culture NL intended to adhere to the NLC evaluation scheme and JF confirmed that it did. The Chair asked if the SLA with NLC would be amended to reflect that an HR service was no longer being provided – JF confirmed that the payment due to NLC under the SLA would be reduced to take account of the change in service provision.

In relation to savings, JF advised that a communication had been issued to staff advising that whilst continuing to explore ways to avoid redundancies, CultureNL was not in a position to confirm that no compulsory redundancies would be required in order to achieve the budget reduction for years 2016/17 and 2017/18.

The draft business plan for 2016-2019 had been circulated to board members. The Chair asked that comments from directors be provided to JF via email, and these will be incorporated into the final plan. The Board approved the plan in principle, subject to any changes required as a result of directors’ comments.

The Chair asked that a paper be brought to the next board meeting detailing the changes to governance arrangements required by the external auditor. These include separate Chair of Board and Audit and Governance Group; appointment of a Vice-Chair from the Independent Directors; and a change of quorum for both Board and A&G. GH volunteered to join the Audit & Governance group.

The Board agreed the report.

1. **Time Off In Lieu Policy**

JF presented to the Board a report seeking Board approval to introduce a formal Time Off In Lieu of Additional Hours Worked Policy and Procedure with effect from 21 March 2016.

The Board approved the report.

1. **P11 Finance Report**

AM presented to the Board a report providing the current budget monitoring position for the company for the period 1 April 2015 to 5 February 2016.

AM highlighted to the Board the projected £531,000 managed underspend, which will be committed to reserves at year end.

The Board noted the report.

1. **Q3 Performance Report**

JF presented to the Board a report providing information on the performance of Culture NL during the period 1 October 2015 to 31 December 2015.

JF summarised the service developments, improvements and achievements detailed in the report. She highlighted increases in attendance and income and the decreases in sickness absence and per capita costs.

JLaw asked if anyone was looking into why the Lanarkshire Business Awards was not returning to Motherwell Concert Hall in 2016. JF advised the event was being held in a South Lanarkshire venue this year but that steps would be taken to try and have the event return to a Culture NL venue next year.

The Board noted the report and approved the KPI projections for 2016/17.

1. **How Good is our Culture and Sport Update Report**

JF presented to the Board a report with an update on progress made on improvement targets contained in How Good is our Culture & Sport Evaluative Statement July 2014 Executive Summary.

The Board noted the report.

1. **Marketing Update Report**

JF presented to the Board a report providing an overview of the operational marketing activity, strategies and plans for the period January to March 2016.

JLaw advised he had met with the marketing team to discuss the format and content of reports, and was pleased with the evaluation element of this report.

GH asked if staff could see the marketing reports, as it is good for them to know how the marketing is being carried out across the organisation. JF confirmed this would be possible.

JLaw agreed that staff should be aware of marketing activity so they can cross-sell Culture NL events.

The Chair thanked JLaw for his support to the marketing team.

The Board noted the report.

1. **IT Update Report**

JF presented to the Board a report providing an update on the status of current and planned ICT project activities which support the implementation of Culture NL’s business plan.

The Chair noted that Culture NL faces a number of challenges in relation to IT provision and these were having a detrimental impact on business at times.

JLaw asked that future reports provide more detailed timescales.

The Board noted the report.

1. **AOCB**

JF suggested the September board meeting and AGM be rescheduled to 19 September to avoid the September weekend holiday. The Board agreed.

The next Board meeting will take place on 23 May 2016.