**CULTURE NL BOARD MEETING**

**MINUTE OF BOARD OF DIRECTORS**

**HELD IN**

**MEETING ROOM, DAISY PARK COMMUNITY CENTRE, MOTHERWELL ON**

**MONDAY 22 JUNE 2015 AT 1.00PM**

**Present:** Heather McVey (Chair)

 Alison Denvir

 Michael McPake

 Harry Curran

 Jim Law

 Karen Fleming

 John Lambert

 Allan Graham

 Gillian Hunt

 Adam Smith

 David Craig

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

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

Shiree Donnelly, Finance Manager, NLC

Hugh MacMaster, Accountant, Culture NL

Frazer Simpson, HR Manager, Culture NL

Russell Brown, Children’s Library Service and Performance Manager, CultureNL

Gerard Gardiner, Principal Solicitor, NLC (on behalf of the company secretary)

Evelyn Ross, Trainee Solicitor, NLC

**Apologies:** Alan Stevenson

 Tom Curley

1. **Apologies**

Apologies were noted.

1. **Minutes of previous meeting**

Minutes were presented to the Board.

Harry Curran (HC) proposed and John Lambert (JL) seconded.

1. **Matters arising from the Minutes**

Jillian Ferrie (JF) confirmed that Irene McKelvey had provided the follow-up information sought from the board after her presentation at the previous board meeting and this had been fed-back to relevant board members.

1. **Chief Executive’s update report**

Jillian Ferrie (JF) presented to the Board a report providing an operational update for the period 11 April to 12 June 2015.

JF advised that a number of staff have contacted her with ideas on efficiency savings.

Interviews for Technical Manager and Marketing Assistant posts had taken place in early June and the post of Marketing Manager has now been advertised.

Efficiency savings templates have been provided to NLC Learning & Leisure and Corporate Finance.

Hugh MacMaster (HMM) spoke to the Finance update within the report.

JF advised the board that following a meeting of the NLC Learning & Leisure Committee on 10 June 2015, the Janet Hamilton community centre will transfer to North Lanarkshire Leisure on 3 August 2015. The trade unions have asked to formally record their concern with regard to this transfer.

The Board noted the report and agreed that any future action relating to efficiency savings would be agreed by the Audit and Governance Panel.

1. **Managing Work Performance Policy and Toolkit**

Frazer Simpson (FS) presented to the Board a report requesting board approval to introduce a Managing Work Performance Policy with effect from 22 June 2015.

 A policy and toolkit has been developed which aims to be consistent, employee-centred and fair to staff. The trade unions have been consulted.

Managers training will be provided and the new policy will minimise paperwork involved.

It was suggested that periodical reviews of the policy would be worthwhile to ensure it is working in practice. The board agreed this was a worthwhile exercise.

The Board approved the policy and toolkit.

1. **Efficiency Savings 2016/17 and 2017/18 – background and reporting process**

JF presented to the Board a report providing information on how Culture NL management will present savings options of £3.1 million for consideration by the Board at a future meeting, along with details on the option selection process and reporting process thereafter.

JF advised the Board that, following the Board approving the remit of the Audit & Governance Panel (Agenda item 4), all savings options will be considered by the panel with the agreed options then being presented to the board. It is suggested that the next meeting of the panel take place in August 2015.

Culture NL had approached NLC to enquire whether it could access the NLC Change Fund for one off costs associated with early retirement or redundancy, given that a significant majority of employee service will have been accrued under NLC rather than CNL. JF advised that it has been confirmed that CNL cannot access this fund.

FS advised that VERA policies and the vacancy management process are important tools in managing savings.

The Chair expressed concern about the assessment of current building conditions paragraph and the need to ensure this information is up-to-date. JF advised that a request has been made to NLC Property Services for this information. JF also confirmed that energy savings were being considered as part of the efficiency savings.

The Board agreed the recommendations in the report.

1. **Performance Report Q4 and 2014/15 year end**

Russell Brown (RB) presented to the Board a report on the performance of Culture NL during the fourth quarter of 2014/15 and year end of 2014/15.

The Chair noted that the report highlights how busy the organisation is and the broad scope of services being provided. She thanked staff for their part in this success and noted the importance of moving towards KPIs that reflect the service being provided.

JLaw asked, in relation to sickness absence, if long term absence could be shown separately in the statistics. FS confirmed this could be done.

It was noted that that some original KPIs had not been fit for purpose however these have now been changed to reflect the service being provided. The Chair asked that the change in context is explained when the report is presented to the NLC LLS Committee.

JLaw stated that complaints about staff needed to be addressed and RB noted this was a matter for service managers to address.

Discussion took place re library performance and JF advised that library services are currently reviewed with a report due to be considered at the next the Board. The scope of the review will also be presented to the trade unions.

The Chair noted the increase in attendance at museum and community facilities and congratulated staff for their efforts.

The Board approved the 2015/16 service plan.

1. **MacMillan Cancer Information and Support Service**

JF presented to the Board a report providing information on a MacMillan funded project to establish cancer information and support services in Lanarkshire.

It was suggested that a separate report could be put to the Learning & Leisure Committee.

ASm asked if there was scope to include an additional facility to support Culture NL staff who are going through similar issues. The Chair agreed this was worth pursuing

The Board noted the report.

1. **Press and Promotions Monthly Update – May to June 2015**

JF presented to the Board a report providing an update on press and promotional activity carried out by Culture NL in the period May to June 2015.

The Board noted the report.

1. **AOCB**

The Chair asked if additional Board members were interested in joining the Audit and Governance Panel. JLam, JLaw and David Craig (DC) agreed to join the panel.

The Annual General Meeting followed by a Board meeting will take place on 24 August 2015.