**CULTURE NL BOARD MEETING**

**DRAFT MINUTE OF BOARD OF DIRECTORS**

**HELD IN**

**Summerlee Heritage Museum, Coatbridge on Monday 18th September 2017 AT 1.10 PM**

**Present:** Heather McVey

James Law(Chair)

Gillian Hunt

Cameron McManus

Olivia Carson

David Craig

Michael McPake

Karen Fleming

Trevor Douglas

John Lambert

**In Attendance:** Jillian Ferrie, Chief Executive, Culture NL (CNL)

Hugh MacMaster, Finance Manager (CNL)

Lorraine Fisher, Head of Education Skills, Lifelong Learning & Youth Employment (NLC)

Thomas O’Hagan, Accountant, Learning & Leisure Services (NLC)

Fiona Ekinli, (Company Secretary), Legal Manager (NLC)

Jennifer Lees, Corporate Development Manager (NLC)

Frazer Simpson, HR Manager (CNL)

Lorna Milligan, Community Facilities Manager (CNL)

Wendy Bennett, Customer Services Manager (CNL)

**Apologies:** Adam Smith

Kirsten Larsen

Alison Denvir

1. **Apologies**

Apologies were noted

1. **Appointment of Chair**

Discussion took place regarding the proposed approach by the Chair that co-chairs should be appointed with one independent director and one elected member director.

This proposal was approved by the Board.

Michael McPake nominated Heather McVey and Jim Law as co-chairs. Trevor Douglas seconded the nominations.

It was noted that there were no further nominations or proposals.

The Chair then explained the role of the Audit Committee. It was proposed that Alison Denvir should be reappointed as the Audit Committee Chair. This proposal was approved by the Board.

John Lambert volunteered to join the Audit Committee.

David Craig indicated that he is happy to continue to act as an independent director A recommendation to reappoint David Craig as an independent director will be put forward to the Council.]

The post of Employee Director was discussed and it was noted that the employee ballot was underway. The Board noted that the Employee Director would be reappointed new one appointed at the next meeting. The Chair meantime thanked Gillian Hunt for her contribution to the Board.

1. **Declarations of Interest**

David Craig declared an interest in item 9 on the agenda.

1. **Minutes of Previous Meeting**

Draft minutes were presented to the Board. Jim Law proposed approval of the draft minutes and Olivia Carson seconded.

Jim Law raised a question regarding rebranding of Wifi. Jillian Ferrie noted that this would be followed up.

The Board confirmed there were no other matters arising from the previous minutes.

1. **Employee Survey Report**

Frazer Simpson presented a report to the Board on the recent employee survey.

It was noted that 44.2% response rate was an improvement on the 37% response from the last survey.

The main findings include:-

* Change management needs to improve – communication with staff needs to improve and successes should be celebrated.
* Senior Managers need to look at ways to be more visible.
* Communication with staff should be improved – regular newsletters were suggested along with improved PRD process.

Frazer Simpson advised that the results would be published and emailed to staff and circulated to other staff. Further comments would be requested.

The Board approved the report.

1. **Managing Sickness Guidance**

Frazer Simpson presented a report to the Board. The purpose of the report was to request approval to introduce a revised suite of Managing Sickness Absence documents with effect from 1st January 2018.

It was noted that Trade Unions had generally given a positive response in relation to the new documents.

[Trevor Douglas suggested that exercising discretion might be a potential problem in small teams. Frazer Simpson commented that a requirement to engage with HR was built in to the process.]

Various questions were raised by Heather McVey, David Craig and Jim Law which were answered by Frazer Simpson.

The Board approved the report.

1. **Community Facilities Review Report**

Lorna Milligan presented a report to the Board. The purpose of the report was to provide the Board with details of the proposed restructure of Community Facilities.

Following the Presentation, the report was discussed in detail by the Board.

The Board approved the report.

1. **Q1 Performance Report**

Jillian Ferrie presented the report to the Board, giving an overview of highlights and improvements.

KPI – increase community arts activity and theatre attendance.

It was noted that closure of facilities and community centres has had an impact on KPIs .

With regard to staff absence it was noted that there has also been a drop in sickness absence

In terms of customer feedback there were an equal number of complaints and compliments.

With regard to the Business plan it was noted that there were 27 key service activities which are all on target – only two are behind target and should all be on target by the end of the financial year.

David Craig asked about the volunteer inclusion and it was noted that this is being developed now.

There was some discussion regarding comparison of KPI’s against current capacity when resources are being lost.

The Board noted the contents of the report.

1. **Libraries – One Year on Report**

Wendy Bennett presented a report to the Board. The purpose of the Report was to provide an update on the actions taken by the library services following the 2016 public consultation exercise on the service provision of libraries.

It was noted that they have tried to keep resources within the area and mobile libraries.

It was noted that partnerships have not been as successful with removal of buildings and no access to IT etc being a problem.

With regard to Newarthill library it was noted that the Council’s extended funding is to end in March next year. CNL is working with supporters of the library to deliver activities.

It was noted that home delivery has been maintained with 11 additional customers.

Discussion followed the presentation of the report. It was noted that closure of libraries on public holidays would be beneficial. This was previously presented as a potential saving. The Chair asked for a report on the consultation process and a paper on the outcome.

The Board noted the contents of the report.

1. **Chief Executive Update Report**

Jillian Ferrie presented the report to the Board.

In terms of the efficiency savings, the Council is now saying that savings are potentially 9% with a 2018/19 saving of 3.5% required.

It was noted that further Board discussion is required to develop a strategy for making the necessary savings. There is a requirement to engage with the Council and the public on this matter.

Thomas O’Hagan noted that the figures quoted in the report are planning assumptions. There will be guidance from sounding board over the next few months. The figures are not a savings total but figures put out to allow services to plan.

Heather McVey suggested that a finance focus workshop is held for Board members and discussion on how to get through the changes and sustain and maintain jobs.

Jillian Ferrie noted that further guidance is awaited on the Barclay review on non-domestic rates.

The following was noted in relation to the ALEO review. Jennifer Lees advised that a paper was to be presented to the Council’s Policy and Resources committee to remind approved financial appraisal. In light of the Barclay Report, a further option of bringing ALEOs back in house to the Council will be looked at. Jennifer Lees confirmed that there will be Board engagement.

Jillian Ferrie advised that the British Transplant Games had been very successful.

There was discussion regarding the return of play services to the Council and it was noted that the Board are keen to progress this.

Jillian Ferrie advised that there are proposals to relocate and redesign the cafe at Strathclyde Country Park.

John Lambert commented that there are 3 major areas that will require thorough consideration – Savings; ALEO review and the Barclay Report.

The Board noted the contents of the report.

1. **Finance Report Year End**

Hugh MacMaster (HMcM) presented to the Board the yearend report for 2016/17.

HMcM noted that income rose by £18000 due to the change of treatment of externally funded projects recommended by Auditors.

Following discussion HMcM agreed to carry out a 6 month review of catering to go to the Audit Committee.

The Board noted the contents of the report.

1. **Financial Monitoring Report**

HMcM presented a Report to the Board.

The Board noted the contents of the report.

**13) Marketing Update Report**

Jillian Ferrie presented to the Board a report providing an overview of the operational marketing activities, strategies and plans for June to September 2017.

The Board noted the contents of the report.

**14) IT Update Report**

Jillian Ferrie 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 Board noted the contents of the Report.

**AOCB**

Jillian Ferrie provided an update from the Audit and Governance Board. The budget for 2017/18 was approved.

**12) Date and Time of next meeting**

The next formal meeting will take place on 27th November 2017 at 1pm at Motherwell Concert Hall and Theatre.