**CULTURE NL BOARD MEETING MINUTE OF BOARD OF DIRECTORS**

**HELD IN**

**MEETING ROOM, MOTHERWELL HERITAGE CENTRE**

**ON MONDAY 19 MARCH 2018 AT 1.00PM**

**Present:** Jim Law (Co-Chair)

Heather McVey (Co-Chair)

 Trevor Douglas

 Olivia Carson

Adam Smith

David Craig

Michael McPake

Richard Stratton

John Lambert

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

Hugh MacMaster, Finance Manager (CNL)

Fiona Ekinli, Company Secretary

Lauren Love, Paralegal (NLC)

Jennifer Lees, Partnership Unit (NLC)

**Apologies:** Shahid Farooq

Cameron McManus

Lizanne McMurrich, Head of Service (NLC)

# **Apologies were noted**

# **Declarations of Interest**

None.

# **Minutes of Previous Meeting**

The Minutes of the previous meeting of 29 January 2018 were circulated and proposed for approval by Heather McVey. This was seconded by David Craig.

The Minutes of the previous meeting of 5 March 2018 were circulated and proposed for approval by Heather McVey. This was seconded by David Craig.

No further comments were made.

# **Standby and Emergency Recall to Work Policy**

Michael McPake joined the meeting at 1.10 p.m.

The Board agreed that there have been issues with emergency repairs to a number of buildings due to the absence of a formal standby and emergency recall of work policy.

Jillian Ferrie presented to the Board a report aiming to introduce a formal policy with effect from 19 March 2018. All trade unions and service managers have been consulted on the proposed policy but no approval has been received as yet.

Jennifer Lees advised the Board that there was a new manager overseeing the repairs.

# **Chief Executive Update Report**

Jillian Ferrie presented the Chief Executive Update Report to the Board, noting the efficiency saving for 2018/19.

Jillian Ferrie advised the Board of the new banking details. The Board gave authority to Jillian Ferrie to sign in favour of the Royal Bank of Scotland an indemnity in the form presented to the Board.

The Board approved the 5% price increase for 2018/19.

Jillian Ferrie announced to the Board that Culture NL is assisting in a new pilot project to ensure that local children who are eligible for a school meal during term time do not go hungry during the Easter holiday period.

John Lambert asked if there would be any financial impact.

Jillian Ferrie advised the Board that facility hire costs will be reimbursed.

Heather McVey approved and supported this new pilot.

Jillian Ferrie advised that as capital funding has been obtained to extend the existing Beetroot Recording Studio in Airdrie a tender has been issued to secure a contractor to design and build a new “live room” and recording booths. This was homologated by the Chair and received Board approval.

The Board approved all actions recommended in the report.

# **Quarter 3 Performance Report**

Jillian Ferrie presented to the Board the Service Development, Improvements and Achievements during the quarter 2017/18.

Included in the achievements was the Encounters Cultural Festival which took place during October 2017. Schools attracted 1100 visits to projects held in libraries in partnership with Dundee Centre for the Arts. Another highlight was a pilot project run by libraries and community arts following external funding support to purchase of a mobile cinema unit.

Summerlee hosted a number of successful events during this period including the Launch of SHIFT and the Xmas events. Positive attendance to museums and heritage facilities have also been compared with the same quarter as last year with an increase of 8.5%.

Absence levels show a slight increase in the average number of sickness absence compared to the same period last year.

Heather McVey requested that information is provide to the Board on equity of access to public access PCs in connection with welfare reform and universal credit.

# **Revenue Monitoring Report**

Hugh MacMaster presented the Revenue Monitoring Report.

The purpose of the Report was to update the Board on the current budget monitoring position from 1 April 2017 to 2 February 2017.

# **ALEO review Update Report (to follow)**

Jennifer Lees advised the Board that the draft report on the future delivery of cultural and leisure services will not be submitted to the Council’s Policy and Resources Committee on the next meeting on 21 March 2018. It will be considered later in 2018/19 within the context of the Council’s wider Business Plan.

# **Sports and Physical Activity Strategic Framework**

Jillian Ferrie presented a report to the Board on a new Sports and Physical Activity Strategic Framework. North Lanarkshire Council recently completed a Local Outcome Improvement Plan which lays out the vision, priorities and outcomes for North Lanarkshire over the next 10 years.

The Board noted the contents of the report.

# **Marketing Update Report**

# Jillian Ferrie presented the Marketing Update report to the Board with an overview of operational marketing activity over the period 15 January to 2 March 2018.

A Venues Entertainment programme brochure was published and distributed from 22 December 2017. This promoted the campaign for the programme of activity launched in early January which included digital, outdoor, radio and print.

Heather McVey asked for further action to develop, promote and encourage targets.

# **IT update Report**

Jillian Ferrie presented the IT Update Report to the Board on the status of current and planned ICT projects.

# **Health and Safety Update (verbal report)**

Adam Smith delivered a verbal update on meetings of the Health and Safety working group and the progress of the draft Health and Safety policy.

Heather McVey commented that the new North Lanarkshire Council Property Officer may help in issues already raised.

Jillian Ferrie advised that the new Property Manager will be invited to the next Health and Safety Meeting.

# **AOCB**

Jim Law advised that he will be resigning from the Board.

# **Date and Time of Next Meeting**

Next meeting scheduled for the 21 May 2018.