**CULTURE NL BOARD MEETING**

**MINUTE OF BOARD OF DIRECTORS**

**HELD IN**

**MEETING ROOM, MOTHERWELL CONCERT HALL AND THEATRE**

**ON MONDAY 29 January 2018 AT 1.00PM**

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

Heather McVey (Co-Chair)

 Alison Denvir

 Trevor Douglas

 Olivia Carson

Adam Smith

David Craig

Michael McPake

Richard Stratton

Cameron McManus

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

Hugh MacMaster, Finance Manager (CNL)

 Paul Hughes, Head of Financial Services (NLC)

 Lizanne McMurrich on behalf of Client Monitoring Officer (NLC)

 Fiona Ekinli, Company Secretary

 Lauren Love, Paralegal (NLC)

 Katrina Hassell, Partnership Unit (NLC)

 Jennifer Lees, Partnership Unit (NLC)

**Apologies:** John Lamont

 Shahid Farooq

1. **Apologises were noted.**
2. **Declarations of Interest**

David Craig declared an interest in Agenda item 10. Trevor Douglas declared interest in Agenda item 11.

1. **Minutes of Previous Meeting**

Jim Law assumed the chair at this point.

The Minutes of the previous meeting of the Board of directors of 27th November 2017 were circulated and proposed for approval by Heather McVey and seconded by Alison Denvir.

1. **ALEO Review Update Report/Board SWOT analysis**

Katrina Hassell confirmed that Jennifer Lees will be in regular attendance at Board meetings as a link officer between North Lanarkshire Council and the Board. This role will not be confined to matters concerning the Council’s ALEO Review. Katrina Hassell explained the role of Council officers at Board meetings is to ensure improved two way communication.

Jennifer Lees presented a report to the Board. An update was provided on work being carried out as part of the Council’s ALEO Review. The Board was advised of timescales and relevant dates in the Review process and in particular where the Board’s engagement is required. The potential implications of the Barclay Review were discussed.

Cameron McManus joined the meeting at 1.45 pm.

The Board noted and agreed the recommendations made in the Report.

Jillian Ferrie distributed and read out two papers to the Board regarding the Council’s ALEO review SWOT analysis and Culture NL’s Management Team’s comments on this.

The Board agreed that the Management Team’s comments could be forwarded to the ALEO Review Group.

Paul Hughes left the meeting at 2.30pm.

1. **Chief Executive Update Report**

Jillian Ferrie presented the Chief Executive Update Report to the Board. A paper was distributed to the Board detailing Culture NL Officer recommendations on Culture NL efficiency savings proposals for 2018/19.

Jillian Ferrie listed potential savings and developments options and the Board discussed.

Efficiencies already approved in savings were IT, admin support across Culture NL and reviews of museums and heritage staffing.

The proposals not already approved will be discussed at the next Board Meeting.

Jillian Ferrie highlighted the launch of SHIFT by the National Theatre of Scotland and Culture NL’s work on preparation for the European Championships- Glasgow 2018.

The Board noted the contents of the Report.

1. **Financial Monitoring Report**

H. MacMaster presented the Financial Monitoring Report to the Board.

The purpose of the Report is to provide the board with the current budget monitoring position for the company from the period 1 April 2017 to 8 December 2017. The Report illustrates the projected outturn for 31 March 2018, highlighting any variances and risks of uncertainty which may have an impact on the budget 2017/2018.

Jim Law asked for projected figures for the new Venue Cafe at next meeting. These will be provided to the Board for the next meeting.

The Board noted the contents of the Report.

1. **Marketing Update Report**

Jillian Ferrie presented the Marketing Update report to the Board providing an overview of the operational marketing activity over the period 15 November 2017 to 6 January 2018.

Venues Entertainment – final shows of 2017 ended the year with a good rate of return from their integrated marketing communications plans with 2587 attending either Airdrie or Motherwell venues with a total ticket sale of £55,912.50. The panto was a success which has resulted in more shows being added to 2018.

Trevor Douglas asked if Social Media ie. Facebook could be incorporated into advertising shows for 2018 or incentives to purchase group tickets. Jillian Ferrie will provide feedback on this.

The Board noted the contents of the Report.

1. **IT Update Report**

Jillian Ferrie presented the IT Update Report to the Board on the status of current and planned ICT projects implementation for the Culture NL business plan.

Jim Law requested that the Report includes timescales for the list of tasks.

1. **Health and Safety Update**

Adam Smith provided the Board with a verbal update on the work of the Health and Safety Group. It was noted that the Health and Safety policy is currently being reviewed.

Lizanne McMurrich will progress the repairs service issues and feedback to Jillian Ferrie.

1. **Amendment to Redundancy Policy**

Jillian Ferrie presented to the Board a report requesting approval of the introduction of a revised Redundancy Policy with effect from 30 January 2018. The revised policy incorporates arrangements contained within the Voluntary Early Release Arrangements Policy.

The Board approved the Report and the revised Redundancy Policy.

Michael McPake and Olivia Carson left the meeting at 3.55 p.m.

1. **Tender for Banking and Merchant Acquiring Services.**

Hugh MacMaster presented to the Board a report on the outcome of the tender exercise for Banking and Merchant Acquiring Services.

The award of the Banking Services Contract to Royal Bank of Scotland plc and the award of the Merchant Acquiring Contract to Lloyds Bank Cardnet was noted and homologated by the Board.

1. **AOCB**

Heather McVey asked for a paper to be prepared for consideration by the Board on the equalisation of the pension age and the effect this may have on customers regarding concession pricing.

Alison Denvir advised that she will be resigning from the Board.

1. **Date and Time of Next Meeting**

Whilst special meetings may be called with regard to the ALEO review, the next agreed scheduled Board meeting will take place on Monday 19 March.