



Board Meeting
 27th November 2024
 10.30am
 Dunoon

Present Kevin Anderson, Chief Officer
 Cllr William Sinclair
 Mairi Coleman
 Benjamin Jones
 Paul Ashworth, Services & Support Manager
 Alex Edmonstone, Commercial Operations Manager

Joined by Teams Andrew Nisbet, Chair
 Cllr Maurice Corry
 Cllr Fiona Howard
 Kristen Simpson, Minutes

No.	Item
1.	<p>Apologies</p> <p>None</p>
2.	<p>Any Other Competent Business to be Considered at end of Meeting</p> <p>None</p>
3.	<p>Declaration of Interest</p> <p>None</p>
4.	<p>Minutes of previous meeting 11.09.24</p> <p>The previous Minutes were agreed and proposed by Mairi Coleman and seconded by Benjamin Jones.</p>
5.	<p>Finance & Sub Committee 06.11.24</p> <p>Motion The Board were asked to note and agree the content of the Minutes.</p> <p>Decision The Minutes were agreed.</p>
6.	<p>Business & Performance Sub Committee 23.10.24</p>

	<p>Motion The Board were asked to note and agree the content of the Minutes.</p> <p>Decision The Minutes were agreed.</p> <p>.</p>
7.	<p>Financial Outlook</p> <p>Motion</p> <p>The Board were asked to note the content of the report and key messaging, agree the balancing actions put forward and agree the Trading Account Exemption. The Board to note request to Companies House for exemption from preparing accounts for a dormant subsidiary.</p> <p>Decision</p> <ul style="list-style-type: none"> • The board noted the content of the report and agreed the balancing actions put forward. The board agreed the sign off of the AA06 exemption form for financial year 2023-24 in respect of Live Argyll (Trading) Limited. • It was agreed that a sub group should be formed to formulate a plan and approach the council in respect highlighting the risks to the potential 10% reduction to the management fee. Meeting to be sought with the Council Leader. • It was agreed that a letter will be drafted and sent to all elected members highlighting the impact that a 10% reduction will have on services and our social value. • It was agreed that Cllr Fiona Howard will lobby the Scottish Government in relation to the impact that the increase in NI contributions will have on Charities such as liveArgyll.
8.	<p>Performance Scorecard Paper</p> <p>The Board were presented with the Performance Scorecard Paper</p> <ul style="list-style-type: none"> • Library Update – Numbers remain steady with membership sitting around 5000. Press reader is up 6% and will continue to be promoted. The development team will be signing up to the Every Child a Library Member (ECALM) initiative which will help increase memberships. • Events and Marketing – The SMT have also taken the decision not renew the Events Managers contract. The decision was based on the performance of the events over the past 6 months, which have unfortunately not met the targets set. The position will now be used as part of the saving being put forward. <p>A strong events programme is in place between now and Christmas with acts that have sold well in the past.</p>

	<p>A new social media plan is now in place with a plan to promote membership over the Christmas and New Year period.</p> <p>Cllr Fiona Howard highlighted events that has been carried by local groups in relation to book festivals and other cultural type events. This will be further investigated to ascertain any commercial opportunities.</p> <ul style="list-style-type: none"> • Customer Service Update – Alex presented a high level overview of the Award criteria with dates to be set to start the process. • Excellence in Action Awards – There have been 127 nominations in total from both the public and staff. Process has now been agreed with a view to agreeing date, time and venue for the award ceremony. Board Chair Andrew Nisbet will present the award. • Active Schools – update given in relation to numbers and delivery. The service continues to produce good numbers across the service. • CLD Update – it was reported that the CLD underwent an internal audit conducted by the council. The audit resulted in a draft report giving the council a high level of assurance. • Admin & Support – Online bookings are up and running across the service. No significant issues reported. • HR - Making Work Pay – high level overview of what this entails and the impact of its implementation will have on liveArgyll <p>Pay Award – the council are trying to have the award in place for the December pay run</p> <p>Sexual Harassment Policy 2024 – The Worker Protection (Amendment of Equality Act 2010) Act 2023 comes into effect on 26 October 2024, introduction of a legal duty for employees to proactively take reasonable steps to prevent sexual harassment. Policies and procedures are being reviewed to ensure that we are taking all reasonable measure to protect our employees.</p> <p>Motion The Board were asked to note the content of the report.</p> <p>Decision The Board noted the content of the report.</p>
9.	<p>Risk Register Update Paper</p> <p>The Board were presented with the Risk Register Paper.</p>

	<p>It was noted that the only changes to the register were that which were presented at the Finance and Audit Sub Committee meeting in relation to the wording in Reputation Section. Overall there were no material changes.</p> <p>Motion The Board were asked to note the detail provided in review.</p> <p>Decision The Board noted the content of the report.</p>
10.	<p>Website Launch Update</p> <p>The Board were presented with Website Launch Update paper. Alex provided a brief demonstration of the new layout and functionality.</p> <p>Motion The Board were asked to note the detail provided in the report and demo.</p> <p>Decision The Board noted the content of the paper and the information during the demonstration.</p>
11.	<p>Community Learning and Development (CLD) Strategic Partnership Plan 24-27</p> <p>The new CLD strategic Plan was presented along with a covering paper. The plan is now in place and will be signed off at the council's Community Services Committee on the 12th of December.</p> <p>Motion The Board were asked to note the content of the paper and the new plan.</p> <p>Decision The Board noted the content of the paper and the plan.</p>
12.	<p>Safeguarding Policy Review</p> <p>It was noted that there had been some minor changes made to the Safeguarding Policy, these changes were detailed in the report.</p> <p>Motion The Board were asked to note the content of the report.</p> <p>Decision The Board noted the content of the report</p>
13.	<p>Building Suitability Report</p> <p>This report was last done in 2020. It was noted that some of the buildings have been returned to the council, thus scores overall had improved.</p>

	<p>Motion The Board were asked to note the content of the report.</p> <p>Decision The Board noted the content of the report</p>
14.	<p>AOCB</p> <p>None</p>
15.	<p>Date of next meeting</p> <p>26th February 2025, Oban</p>