

East Renfrewshire Culture & Leisure Ltd

(A company which is a Scottish Charity (Scottish Charity Number SC0045726) incorporated in Scotland under the Companies Act with company number SC486489)

Minute of a Meeting of the Board of Trustees of East Renfrewshire Culture and Leisure Ltd held in St John's Campus Conference Room on Tuesday 31 May 2016 at 4pm

Present	Jim Wilson (Chair) Provost Alastair Carmichael Brian Davidson Councillor Charlie Gilbert Steven Larkin Councillor Kenny Hay Professor Grant Jarvie
Attending	Anthony McReavy, Chief Executive Douglas Walker, Director of Finance & Commercial Services Mhairi Shaw, Director of Education ERC Barbara Clark, Head of Accountancy ERC Ian Pye, Sports Strategy Manager Julia Walker, Community Sports Hub Development Officer Margaret Walker (minute)
Apologies	Dr Noreen Siddiqui Councillor Mary Montague

- 1. Welcome**
The Chair welcomed everyone to the meeting.
- 2. Apologies Noted**
The Board noted that apologies had been received from Dr Noreen Siddiqui and Councillor Mary Montague
- 3. Notice & Quorum**
Having noted that the relevant notice had been issued and a quorum was present the Board agreed to proceed to business as in hereafter minuted.
- 4. Minute of Previous Meeting**
The minute of the previous meeting was approved.

5. Matters Arising

Publishing Minutes

It was agreed that minutes of the Board meetings will be published on ERCL website from the meeting on 31 May 2016 onwards, subject to approval of the minute from the Board at the subsequent meeting.

Meetings with East Renfrewshire Council

The Chair met with ERC Chief Executive, Director of Education and Head of Economic Development and also Convenors, and reported that both meetings were helpful and constructive. Efforts will be stepped up to have a regular forum, possibly every six months, with senior Council Officers. With regards to the development at Balgray Reservoir we are waiting for a response from ERC and the Director of Environment.

The Chief Executive reported productive conversations with Planning Department and that relationships with PaTS, IT and HR are strong and continue to improve.

6. Presentation on Sports Hubs

The Sports Strategy Manager and Community Sports Hub Development Officer delivered a presentation on Sports Hubs.

It was agreed that presentations from departments should be made to the Board at meetings and also that Board meetings be moved around different venues. The Cultural Development Team Leader will be invited to make a presentation at the next Board meeting on 8 September 2016.

7. Chief Executive's Report Including Q4 Performance Report

Libraries

Barrhead Foundry is the winner of Edge Award, a prestigious national award that has Manchester and Glasgow as previous winners.

Libraries are performing strongly, library visits are up with Busby Library having an increase in visits of 47%.

Gyms

Gyms are also performing well with more new members than leavers. New facilities have been installed in The Foundry and Eastwood HS LC.

The car park work at The Foundry is now completed and already there has been a decline in complaints regarding the car park. (Council staff also use the car park though there are reciprocal arrangements with ASDA regarding use of their car park for staff.)

Business Support Review

The Business Support Review is well underway and is considering the functions of payroll, procurement and bookings. There are no plans through the review to reduce staff but better efficiency should be the result.

Business Plan

It was agreed that the CE will review and revise, if required, completion dates for targets in Appendix 2 of the report.

In a discussion regarding the vision of the ERCL, it was agreed that the organisation had moved quickly and that the Board will continue to work with the Council to develop a shared vision.

8. Report by Chair of Finance, Audit & Risk Committee

Brian Davidson reported that the FAR Committee is one committee member down there are three members instead of four and that this should be addressed.

After discussion the Board agreed the following reports:

- a. P13 Financial Commentary
- b. Designated Reserves
- c. Risk Register
- d. Contract Standing Orders

Internal Audit

The ERC Internal Audit report was accepted by the FAR Committee at their last meeting. The report does not require to be seen by the Board.

External Audit

Memo received from external Auditors confirmed the schedule is in line with reporting to the Council. The memo will be tabled and discussed at the next FAR meeting on 25 August 2016. The external Auditors will attend the next Board meeting on 8 September 2016 to present their report. ERCL is responsible for the accounts and will show a true and fair review. The accounts will be filed with OSCR and will become a public document.

9. HR, Health & Safety

The CE presented the first Annual Health, Safety & Security Report.

The Board was asked to note the contents of the first Annual Health & Safety Report. The report showed no RIDDOR incidents for the period. Incidents of violence towards staff were mainly triggered by clients with special needs. Some anti-social behaviour around The Foundry has been reduced greatly by working in conjunction with Police Scotland, HSCP and ASDA.

Duly noted.

10. Press & PR

The CE stated that we are receiving more press and publicity. ERCL should celebrate the success of the organisation more.

The Chair congratulated the Foundry Team and managers for their success in winning the Edge National Award.

The Foundry was also complimented on the 1st birthday celebrations which were attended and enjoyed by over 2000 people.

11. AOCB

BD suggested that ERCL should explore creating an apprenticeship scheme in the light of the 0.5% pay roll levy due to be introduced in April 2017.

The Chair suggested that as ERCL is coming up to the end of the first year of business the Board should think about what we do and how we do it, and will be in touch with Board members to discuss the related committees and the mechanisms and procedures the Board use to deal with affairs.

The Chair closed the meeting at 6.15pm and thanked everyone for their attendance.

12. Date of Next Meeting

Thursday 8 September 2016 at 4pm in Clarkston (Lesser) Hall

Action Points

Item	Action	By
7	Review & revise completion dates in Appendix 2 of Business Plan	Anthony McReavy
8	Printed risk Registers to be sent to Board	Douglas Walker
11	Contact Board members to discuss procedures of Board	Jim Wilson