

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, Commercial Road, Barrhead, on Tuesday 6 December 2016

Present	Jim Wilson (Chair) (JW) Provost Alastair Carmichael (AM) Brian Davidson (BD) (By Telephone) Councillor Charlie Gilbert (CG) Steven Larkin (SL) Professor Grant Jarvie (GJ) Dr Noreen Siddiqui (NS)
Attending	Anthony McReavy, Chief Executive (AMcR) Douglas Walker, Director of Finance & Commercial Services (DW) Mhairi Shaw, Director of Education ERC (MS) Barbara Clark, Chief Accountant ERC (BC) Gary Morton, Performance Quality Co-ordinator (GM) Robert Hammond, Venue Development Manager Ian Pye, Sports Strategy & Development Manager Margaret Walker (minute)
Apologies	Councillor Mary Montague, Councillor Kenny Hay

1. Business Plan Discussion with Management Team

The Business Plan utilised surveys and evaluations from East Renfrewshire residents. Staff had strong ownership of the plan and will reconvene and self-evaluate the frameworks. The groups will meet quarterly and update the Board rather than leaving it to year-end. The Business Plan will continue to evolve and improve.

A range of tools and techniques will be used to get the plan widely circulated to East Renfrewshire residents and customers. Meet the Manager Sessions in venues have been held. HGIOCS (How Good is our Culture and Sport) recommends engagement with customers and this is written into the plan.

ERCLT are working with Education Department to identify, analyse and target disengaged and inactive youths, working towards engaging not only young people but also adults with social and mental wellbeing issues. An important part of the plan is in keeping children safe with the club accreditation scheme in place and child protection at the forefront.

2. Welcome

The Chair welcomed everyone to the meeting and thanked Gary Morton for the comprehensive presentation of the Business Plan.

3. Apologies

The Board noted apologies had been received from Councillor Mary Montague and Councillor Kenny Hay.

4. Notice & Quorum

Having noted the relevant notice had been issued and a quorum was present the Board agreed to proceed to business as in hereafter minuted.

5. Minute of Previous Meeting

The minute of the previous meeting was approved with the following amendments:

Page 4, item 9, paragraph 2,

by To now read: "MS indicated, that with a few amendments, the Arts Strategy may be adopted the Council"

6. Matters Arising

Item 6 OSCR Self-Appraisal & Item 9 Away–Day for Board

OSCR recommends that all Boards should consider a self-appraisal exercise. Trusts that are affiliated to Vocal agree that it is a helpful exercise in setting frameworks for strategic outcomes. HGIOCS gives illustrations of best practice for a quality improvement framework for culture and sport.

A questionnaire will be developed, designed and circulated to Board members. The Board should meet with the Chair on a 1:1 basis and then meet as a group for a half day of discussion at a separate time from scheduled Board meetings.

The Board agreed, with the process to commence in January 2017.

7. Chief Executive's Report including Q2 Performance Report

Gyms

From the previous Board meeting there have been some strong performances.

Gym membership is slightly down due to the opening of the new private facility in Newton Mearns. Gym retention is up. The reduction in the price of gym subscriptions puts ERCLT in the middle price market. The gyms are opening earlier and closing later. Classes are performing very well due to the high quality of instructors.

As previously agreed at a Board meeting a Gym Membership Officer will be employed.

Swimming Lessons

The new system introduced to simplify swimming lesson bookings proved disappointing. A new configuration of the system should solve the issues. There continues to be a waiting list for swimming lessons.

Theatre

The theatre is now working to the model advised by the theatre consultant. The Pantomime has been extended to continue after Christmas.

Events will be moved to other venues to utilise our estate.

Sports

Gymnastics is growing exponentially with a Gymnastics Co-ordinator being hired. There is a vision for gymnastics to be based at the Eastwood Park venue along with a performing arts base and dance facilities as dance also has a strong base in East Renfrewshire.

Options for a new centre are being considered.

Libraries

Online usage has dropped but book issues are up.

Libraries continue to perform very strongly.

Open + Plus

A pilot will commence in Clarkston Library using unstaffed libraries. The aim is to achieve extended opening hours with no additional staffing, allowing the libraries to service the needs of the community. The pilot will be monitored very closely and members using the facility will be screened. Funding for the pilot was received from Scottish Libraries Information Council (SLIC). If the pilot is successful ERCLT will be the first user of the system in Scotland.

Business Support Review

The Business Support Review is now complete and is moving to implementation, reporting lines and roles and responsibilities. New processes for functions such as payroll are planned.

The Board is asked to note Quarter 2 performance results.

Duly noted.

8. Report by Chair of the Finance, Audit and Risk Committee

The Board is asked to consider the reports and comment on matters as appropriate.

After discussion the Board approved the following reports:

- 8 a) P7 Financial Commentary
- 8 b) Draft Budget 2017/2018
- 8 c) Top 5 Risks
- 8 d) Internal Audit Plan 2016/2017

Staff Absence Reports will be presented at future Board meetings.

9. Press and PR

Publicity material sent previously to Board Members.

The Board send congratulations to Amar Ashraf of East Renfrewshire Cricket Club on winning Volunteer of the Year Award at the 2016 Scottish Sports Awards

Congratulations also to Netherlee Primary School who were nominated for School of the Year at the 2016 Scottish Sports Awards and achieved a place in the top three schools.

10. AOCB

There will be an Information and Consultation Session in the Council Chambers on Wednesday 14 December 2016. The Chief Executive and the Chair of the Board ERCLT will be presenting a looped PowerPoint along with a short film and will respond to questions from the audience.

11. Date of Next Meeting

Tuesday 28 February 2017 at 4pm in The Foundry, Barrhead G78

Action Points

Item	Action	By
8	Staff Absence Reports will be presented at future Board meetings.	AMcR