

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 Maxton Room, The Foundry, Barrhead

Present	Jim Wilson (Chair) (JW) Provost Alastair Carmichael (AM) (left meeting at 5.40 pm) Councillor Charlie Gilbert (CG) (left meeting at 5.50pm) Steven Larkin (SL) 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) Scott Simpson Libraries and Systems Manager (SS) Margaret Walker (minute)
Apologies	Councillor Mary Montague, Brian Davidson, Professor Grant Jarvie Barbara Clark

1. Welcome

The Chair welcomed everyone to the meeting

2. Apologies

The Board noted apologies were received from Councillor Mary Montague, Brian Davidson, Professor Grant Jarvie and Barbara Clark.

3. 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.

4. Minute of Previous Meeting 6 December 2016

The minutes of the previous meeting held on 6 December 2016 was approved.

5. Matters Arising

There were no matters arising from the previous minutes.

6. Presentation on Digital Strategy by Scott Simpson

The Libraries and Systems Manager presented the East Renfrewshire Culture and Leisure Digital Strategy & Direction for 2017 - 2020

7. Board Training and Self-Assessment

The Chief Executive presented the findings of the Board Training and Self-Assessment process discussing the key strengths and the areas for improvement.

The scoring and assessment matrix described the Organisational Design and Governance as Good. This implies that the organisation should seek to improve further the areas of important strength, but also take action to address the areas for improvement.

The Chair thanked the members of staff who helped on the Board Training day and also the Chief Executive and Gary Morton for the preparations and running of the event.

Succession planning is important as there will be new Elected Members on the Board of Trustees after the local elections on 4 May 2017.

Although there is no job description for board members there is a Role and Skills Matrix which will be retrieved and utilised for the recruitment and appointment of future board members.

8. Chief Executive's Report including Q3 Performance Report

Gyms

A small reduction in gym attendances is mainly due to increased local competition. There has been a slight recovery since the turn of the year. The recent recruitment of a Gym Co-ordinator and the completion of the Spin Studio in The Foundry and the new gyms at Eastwood HS Sports Centre and Neilston Leisure Centre will further help the position.

Swimming Lessons

The challenges with swimming lessons and the implementation of Learn2 software have been noted previously. Swimming classes have now recovered to previous levels. The closure of Neilston Pool and some disruption at Eastwood Pool exacerbated the problems.

Dryside

Strong performance on dryside activity with attendances up almost 17% helps maintain positive overall pictures at Barrhead Foundry and Eastwood High School Sports Centre.

Community Sports

Community Sports continue to perform very strongly with the continued growth of gymnastics (up 24% on last year) and a further eight classes provided in the period.

Libraries

The impact of the reduced library hours is apparent in the smaller libraries and the changes to school librarians are affecting the virtual visits to libraries. The overall picture is down compared to last year, but over the last five years the Trust is still ahead.

Theatre

The Theatre Strategy continues to be worked through, showing small growth but with notable success in presenting the pantomime which exceeded its budget and the previous year's targets significantly. Targeted sales and marketing over the next few months will be

critical. The Chief Executive praised the contribution by the Culture Team Leader, Janie Hopkins.

Community Facilities

Despite the increase in charges, use of community facilities is holding up. A more collaborative and energetic programming of works in arts and community sports is playing a part in this. The Community Connections project at Clarkston Hall working with sports, libraries, HSCP and RAMH offers an opportunity to grow usage of community facilities further.

Change Programmes

The change programme continues within ERCLT. The Business Support Review is at the process mapping stage beginning to optimise the business process. The mapping and modelling process is complicated and support is being provided by ERC. The Senior Management team is also under restructure

The Board is asked to note Quarter performance results.

Duly noted.

9. Theatre Pricing

The Theatre pricing document was discussed.

A briefing will be prepared by the CE for Elected Members for the launch of the new prices and charges on 1 April 2017. Prices will change for existing bookings.

The Board agreed to support the new pricing strategy but cautioned the Management Team to be vigilant in introducing the new pricing strategy and making customers and residents aware of the new prices. A press release should be prepared.

The Board of Trustees agreed the Theatre Pricing Policy.

Provost Alastair Carmichael left the meeting at 5.40pm

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

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

In the absence of the Chair of the Finance, Audit & Risk Committee the report was delivered by Dr Noreen Siddiqui.

MS requested clarification from the absent Chair of the FAR Committee on the point in the report on Internal Controls.

Councillor Charlie Gilbert left the meeting at 5.50pm. The meeting was no longer quorate.

The remaining board members discussed the following reports:

- 8 a) P10 Financial Summary
- 8 b) Budget
- 8 c) Top 5 Risks
- 8 d) Bank Facility Letter

The commentary was amended subsequent to the FAR committee meeting on the 14th February to include an additional section on the current and proposed reserves situation. The board was asked to agree to the proposed changes to the designated reserves. The meeting being inquorate, the Chair resolved to seek approval from the Board for the above post-meeting.

11. HR Health & Safety

The Board is asked to accept and approve the report, and note the agreement to convene a meeting of the Health & Safety Committee at the earliest opportunity.

12. Press and PR

Publicity material sent previously to Board Members.

13. AOCB

Big Wave Media have prepared their first stage report on the swimming and gyms & fitness activities. A Tender Waiver has already been granted by ERC's Procurement Department under the terms of the Service Level Agreement, but this should probably be revised to reflect the Board's responsibilities and oversight of the project. In the meantime ERCLT's Management team request a tender waiver from the Board on the grounds of business continuity, and lack of benefit in taking this to tender.

14. Date of Next Meeting

Thursday 1 June 2017 (subject to change).

Action Points

Item	Action	By
	Role & Skills Matrix for Board Members	MS
	Inform Board of Date and Time of Staff Awards Ceremony	MW