

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.

Eastwood House, Room 4 on Tuesday 5 June 2018 at 3.30pm

- Present: Jim Wilson (Chair) (JW)
Councillor Paul O’Kane (PO’K)
Councillor Barbara Grant (BG)
Councillor Colm Merrick (CM)
Councillor Danny Devlin (DD)
Dr Noreen Siddiqui (NS)
Brian Davidson (BD)
Steven Larkin (SL)
- Attending: Anthony McReavy, Chief Executive (AMcR)
Karen Storie, Director of Finance and Commercial Services (KS)
Mhairi Shaw, Director of Education ERC (MS)
Barbara Clark, Chief Accountant ERC, (BC)
Margaret Walker (minute)
- Apologies: Professor Grant Jarvie

1. Welcome

The Chair welcomed everyone to the meeting and suggested that Item 6, Chief Executive’s Report be moved towards the end of the meeting to allow the early departure of the Director of Finance. This was agreed.

2. Preliminaries (Including Apologies and Quorum)

Apologies received from Professor Grant Jarvie.

The meeting is quorate.

3. Minutes of Board Meeting of 27 February 2018

It was agreed that the minutes would be reissued with more detail regarding the duration, challenge and robustness of the discussion to accurately reflect the meeting for approval by the Board.

Minutes of Extraordinary Board Meeting 17 April 2018

As above.

4. Matters Arising

Matters arising from the previous minutes will be covered in the agenda.

5. Board Work Plan 2018/19

The question was asked whether the Board requires to meet more often. This will be discussed under item 13.

6. Chief Executive's Report Including Q4 Performance Report

The Board is asked to consider the Year End 2017/18 performance report and comment on matters as appropriate.

The Chief Executive presented the reports.

7. Report by Chair of Finance Audit & Risk Committee (FAR)

To present to the Board a summary of the 2017-18 financial position, including balance sheet and cash flow statement, with supporting commentary. The reports are presented from a full meeting of the FAR Committee on Tuesday 22 May 2018. All changes to the reports agreed at that meeting have been executed.

The report from the FAR Committee was delivered by NS as the Chair of the FAR Committee was not present at the last meeting. After discussion, the Board approved the financial reports presented

The top 8 risks were discussed. The FAR Committee will review the Risk Register and consider introducing a register to record any incidents.

8. Wylie & Bisset Audit Planning

The Board is asked to approve the External Audit Plan for year ended 31 March 2018.

The Audit timelines are standard and will allow for the Final Accounts and Annual Report to be presented to the Board at the Board meeting scheduled for 4 September 2018.

The Audit Planning Memorandum is accepted by the Board.

9. HR, Health & Safety & Appeals Committee Report

The Chair of the HR, Health & Safety and Appeals Committee informed the Board that the committee met in May 2018 to discuss the policies and strategies.

a. C&VA Protection Policy

Board training is required for Child and Vulnerable Adult Protection. The training will consist of workshops over a two hour session.

A choice of dates for the training will be sent to Board members.

Vulnerable groups does not cover staff or contractors as these are covered by separate policies.

Any work required in protecting vulnerable groups is scrutinised by the working group and is then advanced to the HR, H&S Committee for consideration.

b. People Strategy

The People Strategy is based around our values and behaviours. The strategy sets out our aims and objectives and is recommended by the Chair of the Committee.

BD asked about the KPIs around sickness levels and suggested that sickness levels should be included in the document. Sickness levels are also covered in other policies such as Healthy Working Lives and will be reported in the CEO's report.

c. Annual Health, Safety & Security Report

The reports details the progress made to date and sets objectives for 2018/19.

There were no RIDDOR reportable incidents.

The Pilot for 'Open Plus' will take place in Clarkston Library in the coming period and will be the first pilot in Scotland. Any full(er) roll-out of Open Plus would require capital funding.

Following a review and discussion on each of the papers, the Board approved the Policy, Strategy and H&S Reports.

10. Data Protection Policy

The Board is asked to review and approve the revised Data Protection Policy.

The revised policy updates the previous policy in line with new legislation. ERCLT work in conjunction with ERC in data sharing processes, using Council systems for payroll etc.

ERCLT has met with the Information Commissioners Office (ICO) who stated that the launch of GDPR on 25th May 2018 is the start of the process, full compliance at this point is not expected, but they expect to see plans in place to reach full compliance.

ERC are looking to employ a designated data protection officer and ERCLT would hope to share that under the terms of the existing service agreement. This is being reviewed in light of GDPR. The CEO is meeting with ERC week commencing 11 June 2018 to discuss the position.

The GDPR Policy notes that "This list is not exhaustive and all relevant data protection and wider information governance guidance can be obtained from the GDPR section on the Council's intranet and the Archives and Information Governance section of the Council's website." BD stated that he cannot access the intranet and therefore cannot be held to account.

Data Protection will now be part of the internal and external audit and is on the radar for discussion.

The privacy policy has been updated.

The CEO is the designated officer for GDPR in ERCLT, this is a different role to the Data Protection Officer.

The Board agreed the Data Protection Policy.

11. Catering

Catering Provision in Leisure Centres was discussed. The Board agreed to consider at the December Board options following market testing.

12. Finance SLA Review

The Board is asked that we commence discussion with ERC to agree the overall Finance service provision required by the Trust, and the best way for it to be delivered.

The Director of Finance and Commercial Services provided an overview of the current service provision from both Accountancy and Creditors functions within ERC. Discussions are on-going in terms of any service provision shortfall and progress is being made to close any service gaps, tracked through the SiB joint action plan.

There was discussion around the service fee if the service is not required. The legal documents state that the service fee will be paid back to ERCLT if we do not require the service.

The update on the finance service provision will be provided to the September Board meeting.

The Board agreed that discussions with ERC around the Accountancy & Creditors SLA should proceed and be reported back at the September Board meeting.

13. SiB Joint Action Plan

The Board is asked to review and approve the SiB Action Plan.

Ongoing reporting of the progress of the action plan will be included as a KPI in the balanced score card with relevant updates included in the supporting performance reporting.

Recommendations for SiB reports will be transposed from the report to action points, although they did not always marry up there has been a concentrated effort to ensure equalisation.

The bulk of the recommendations are around financial services.

The recommendations around more Board meetings were discussed. It was noted that more meetings with full financial performance reports are dependent upon the timing of the financial information received from ERC Accountancy Department. It was therefore agreed to arrange a development day for the Board to extend the meetings to 5 per year, in the first instance.

BD suggested meetings could be extended from 4 per year to 6 per year where discussions could be based around strategic issues without discussing financial /performance outcomes at every meeting. In future there may be capacity to receive real time financial reports.

It was noted that The Director of Finance and ERC Accountancy department have worked hard to provide the information required to get the Trust into a better position regarding required management information.

The report is forming an action plan with both sides agreeing to move forward in bringing about changes. MS suggested a joint working group as a more efficient way of implementing the report considering the tight timescales. The working group will report back to the Board at the December meeting on the progress of the action plan.

14. Press & PR

Previously issued. Some Board members did not receive the press releases, these will be issued again.

15. AOCB

CM informed the Board that the Accounts Commission has produced a booklet on Councils' use of ALEOS. The booklet is informative and is recommended for reading by the Councillor.

The meeting closed at 18.30hrs.

Action Points

Item	Action	By
7	The FAR Committee will review the Risk Register and consider introducing a register to record any incidents	FAR Committee
9	A choice of dates for Child & Vulnerable Adult Protection Policy training to be sent to Board members.	MW
10	The CEO will investigate Board members having access to ERCLT intranet and report back.	AMcR
11	The Board agreed that ERCLT move ahead with considering the current catering provision options.	AMcR
12	The Board agreed that discussions with ERC around the Accountancy & Creditors SLA should proceed and be reported back at the September Board meeting.	AMcR
13	Joint Working Group will provide update to December Board meeting	AMcR/MS