

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, Giffnock on Tuesday 4 December 2018 at 3.00pm

Present: Jim Wilson (Chair) (JW)
Andrew Allan (AA)
Councillor Paul O’Kane (PO’K)
Councillor Barbara Grant (BG)
Councillor Colm Merrick (CM)
Professor Grant Jarvie (GJ)
Dr Noreen Siddiqui (NS)
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)
Margaret McCrossan, Head of Accountancy, ERC, (MMcC)
Scott Simpson, Head of Library & Information Services (SS)
Margaret Walker (Minute Taker)

Apologies: Councillor Danny Devlin

1. Welcome & Introductions

The Chair welcomed everyone to the meeting, introducing Andrew Allan to the Board.

2. Preliminaries (Including Apologies and Quorum)

Apologies received from Councillor Danny Devlin.

There were no Declarations of Interest.

The Meeting is quorate.

The Chair proposed that Item 11 of the Agenda, the Charitable Activities presentation, be brought forward to allow SS to leave the meeting after the presentation. This was agreed.

3. Minutes of the meeting of 5 September 2019

The minute of the meeting of 5 September 2018 is accepted as true and accurate.

4a. Matters Arising

All actions from the previous meeting are closed.

4b Board Appointments and Resignations

Appointments

Andrew Allan is appointed to the Board of Trustees.

The appointment was made after a number of meetings with Mr Allan and the CEO, the Director of Finance & Commercial Services also met with Mr Allan.

The Nominations Committee met to discuss and agree the nomination which was then presented to the Board of Trustees followed by East Renfrewshire Council for ratification.

Resignations

The two longest serving members of the Board of Trustees, the Chair, Jim Wilson and Professor Grant Jarvie have come to the end of the four year tenure for Board members.

Professor Jarvie will remain as a Board member.

Jim Wilson is standing down with advice from the Board as to when the best time to leave is, giving as much notice as possible to allow for a seamless transition.

The Chair was advised that a three month lead in to his departure will allow ERCLT to seek candidates for nomination to the Board of Trustees. The Chair will remain on the Board until the end of the next Board meeting on 26 February 2019, serving the full four years on the Board.

The Chair paid tribute to Brian Davidson, the former Board member and Chair of the Finance, Audit & Risk Committee who resigned from the Board of Trustees on 9 September 2019. The financial expertise and wider engagement Brian brought to the role since 2015 was commendable. The diligence and scrutiny brought to bear as a director and chair of the FAR committee was exemplary and played an important part in the advances already made by the Trust and those now in train. It was absolutely in keeping with our experience of Brian's professionalism, that he ensured the 2017/2018 Annual Report and Accounts were concluded before tendering his resignation.

11. Charitable Activities – Presentation

Funding has been awarded to ERCL by Macmillan Cancer Support to provide cancer information points at Barrhead Foundry and Clarkston Library, and a programme of gentle exercise for people living with cancer. The information points will provide free information and support service for anyone affected by cancer including access to Macmillan information materials and specialist books. Trained volunteers will be on hand to offer a listening ear and help find the information people need. Volunteers will help people to access different types of support including – advice about benefits; work related issues; counselling & mindfulness; signposting to other relevant organisations etc. The gentle exercise programme will include walking, gardening, gentle movement and circuits. Anyone living with cancer together with their families/friends will benefit from the project.

A Project Lead, Volunteer Co-coordinator and Move More Co-ordinator have been appointed to implement the project which is funded for three years

The project will be publicised by the Project Co-ordinator with a wider marketing campaign through MacMillan Cancer Care. There will also be signposting by other agencies.

The aim is to make the project sustainable by looking at how other authorities have made their projects supportable and by the project lead building up a contact list, health and wellbeing will be incorporated into the library strategy in future.

The Move More aspect of the project will cascade to other ERCLT facilities.

5. Board Work Plan 2018/19

The Board Work Plan is agreed.

It was noted that the Solace in Business Action Plan is included in this meeting's discussions but is not indicated on the Work Plan.

6. Chief Executive's Business Performance Update

The Board is asked to consider the P7 business performance report and provide feed-back on the new format/comment on matters as appropriate.

The CEO presented the report, discussing the balanced score cards, reporting on any changes in the indicators.

Summer Reading Challenge

East Renfrewshire Culture and Leisure had the highest participation rate in Scotland for the Summer Reading Challenge. CM commented on the success of the SRC. One in three residents in East Renfrewshire are library members.

Gym Re-pricing

The gym re-pricing was fully implemented in September.

Swimming

Numbers are building up after re-opening of The Foundry swimming pool.

Sports

The GDPR issue on the distribution of marketing materials has impacted on attendance at sports camps. Alternative ways of communicating with potential customers require assessment. The difficulty in securing sports coaches, which is a UK wide problem, and the long hot summer also had influences on attendance on courses and classes.

Gyms, Fitness & Swimming Development Programme

The programme is being reviewed, looking at a plan that reflects the needs of East Renfrewshire, with an update to be provided at the February Board by the CEO.

Customer Complaints

The CEO reported a drop of 62% in customer complaints.

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

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

The report was delivered by the acting Chair of the FAR Committee, Professor Grant Jarvie who expressed his sorrow regarding the departure of Brian Davidson, the previous Chair of the FAR Committee, and thanked him for his contribution to both the Board and the FAR Committee.

The acting Chair reported that the Committee had met on 20 November 2018 discussing the Period 7 Financials, Forecast and Balance sheet, Draft 2019/20-22 Budget, the Risk Register and the FAR meeting dates.

7a) The Period 7 Financials, Forecast and Balance Sheet are recommended to the Board by the FAR Committee.

The Board agrees with and accepts Period 7 Financials, Forecast and Draft Balance Sheet.

7 b) The Draft 2019/20-22 Budget is recommended to the Board by the FAR Committee

The Board agrees with and accepts the Draft 2019/20-22 Budget

7 c) The Risk Register is recommended to the Board by the FAR Committee.

The Board accepts the movements in the Risk Register.

Proposed FAR Dates are accepted by the FAR Committee – based on current information.

The next FAR meeting is scheduled for Tuesday 12th February 2019.

It was agreed that Andrew Allan will now Chair the FAR Committee.

The Chair of the Board thanked the FAR Committee and in particular the Director of Finance and Commercial Services for the work completed in preparing and presenting the updates.

8. 2019/20 Business Plan

The Business Plan was discussed and approved by the Board.

9. Board Governance

The Board Governance documents were discussed, it is not usual for a charity to produce these documents, but it is helpful to have the documents and is recommended by OSCR.

AA requested that the discussion around the governance documents is carried forward to the February Board meeting.

10. SiB Action Plan – Progress Update

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

The Steering Group met in October 2018.

The report is a fair reflection of the progress made, with some of recommendations being closed out through the Business Plan

MS stated that she is happy with the progress made. Some of the timescales were unrealistic and have been adjusted. A lot of work has been carried out and the Trust will benefit from that work.

The action plan is approved.

12. Catering Services – Update

A verbal update was presented by the CEO.

From the 1st of January there will be a new supplier of catering services in Eastwood Park Leisure and The Foundry. Once the licences are signed the Council approve and conclude the legalities of the transfer.

ERCLT is pleased with the new proposal around the service offered to customers and feels that the provider is supporting the ethos of ERCLT around the staff they employ and the healthy food options offered.

13. ERCL Service Services Update

To present to the Board an update on the transfer of support services and provide a recommendation (aligned to the SiB Action Plan) in relation to finance service provision.

The Board notes the update in relation to the in-sourcing of Marketing and Corporate Health & Safety Services and approves the recommendation to retain ERC as the provider of finance services, subject to delivery of the SiB Joint Action Plan and a fit for purpose core system platform.

14. Press and PR

A verbal update of press and publicity was delivered by the CEO.

15. AOCB

The Banking Facility Agreement for Clydesdale Bank had been received, which was proposed to roll-over with unchanged terms from the previous banking facilities offered by the bank.

The Board agreed that the agreement should be signed by The Chair of the Board and the Chair of the FAR Committee. Duly signed and dated.

Tickets for the press night of the bespoke Christmas show at Eastwood Park are available for Board members.

Date of Next Meeting, Tuesday 26 February 2019, Maxton Room, The Foundry Barrhead

Action Points

Agenda Item	Action	Owner
6	Report to the February Board meeting an update on the Gyms, Fitness & Swimming development programme.	AMcR
9	Discussion around the Governance documents carried forward to the February Board meeting.	AMcR / KS