

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.

via Microsoft Teams, on Tuesday 16th February 2021 at 4.30pm

Present: Professor Grant Jarvie (Chair) (GJ)
Andrew Allan (AA)
Provost Jim Fletcher (JF)
Councillor Barbara Grant (BG)
Councillor Colm Merrick (CM)
Dr Noreen Siddiqui (NS)
Rob Crusher (RC)
Steven Larkin (SL)

Apologies: Councillor Paul O’Kane (PO)

Attending: Anthony McReavy, Chief Executive (AMcR)
Karen Storie, Director of Finance and Commercial Services (KS)
Mark Ratter, Director of Education ERC (MR)
Margaret McCrossan, Head of Accountancy ERC (MMc)
Moira McFadden, Head of Communities and Arts (MMF)
Ian Pye, Head of Sports and Physical Activity (IP)
Robert Hammond, Head of Operations (RH)
Scott Simpson, Head of Library and Information Services (SS)
Jude Smith, Marketing Manager (JS)
Angela Burgess (minute taker)

1. Welcome & Introductions

The chair welcomed everyone to the meeting.

2. Preliminaries (including apologies and quorum)

Councillor O’Kane was noted as an apology.

The Chair confirmed there are no Declarations of Interest.

The Meeting is quorate.

3. Board Structure - Trustee Membership

Steven Larkin has been re-elected as Unison Branch Secretary and is eligible to stay on the Board and Noreen Siddiqui has completed her first 4 year term and is eligible for re-election to continue as a Board member.

Both Trustees eligible for re-election indicated their wish to remain on the Board for another term.

The Board approved both re-elections.

4. Minutes of previous meeting

The minutes of 17th November were approved by the Board.

5. Matters arising

There were no Actions from previous minutes.

6. Head of Sports and Physical Activity Presentation

IP gave a presentation on Managing the Wellbeing of Staff during the COVID 19 Pandemic which included:

- Challenges of meeting a Duty of Care when majority of staff are furloughed
- Maintaining social contact
- Wellbeing support programme for staff including Tuesday Check In; Friday Quiz; Closed Facebook group; Trail to Tokyo with Active Schools and team Whatsapp Groups for staff to keep in regular contact with colleagues.

The Trust will continue to monitor and provide support to staff when we move out of lockdown.

SL asked if Managers have been contacting staff individually who don't like group support. IP confirmed line managers are in contact with staff on a regular basis in a variety of ways.

AA suggested that key executives engage with staff to give an update on the situation of the business during the pandemic. AMcR confirmed this was done through Zoom meetings early on but not for a while and this will be looked at again.

Action - Consider running business update sessions for staff hosted by senior management for staff including opportunities for questions.

7. Chief Executive's Q3 Scorecard and Business Performance Update

AMcR presented the Q3 performance results.

Work continues online with arts, theatre, virtual fitness classes and vitality classes. Active Schools continue to support schools open for key workers children and vulnerable children.

Work is underway with HSCP Enrichment programme to assist with vulnerable young people offering activities in a number of areas including sport, arts, swimming.

During closure some projects have been progressed including:

- Completion of Leisure Management System Rebuild including launch of App
- Website rebuild underway with initial phase due for completion by April 2021
- Renewal of Gladstone contract

As COVID restriction levels changed frequently during the quarter, we communicated frequently with our customers advising on service openings, closures, payments and refunds.

We have almost 90% of staff on furlough although that has changed slightly since the vaccination centres have open in Eastwood Park Leisure Centre and Barrhead Foundry.

Completed capital projects include Clarkston Library Refurbishment and Eastwood Park Gym changing rooms.

Ongoing capital projects include Eastwood Leisure Centre and Eastwood Park Masterplan Working Group and Neilston Joint Campus development.

BG asked for an update on the Eastwood Park masterplan. AMcR stated that this is convened by Environment department but the plans are in the early stages of design and a meeting will be arranged in the next few weeks.

A few Board members have heard very positive feedback from people attending the Vaccination centres. Both centres are well organised and well run by ERCL staff.

SL also said the Vaccination Centres are very well organised and wanted the Board to know that staff working at the centres have been offered the vaccine to keep them as safe as possible.

In addition MR wanted to thank the Trust for the continued support Active Schools give to the schools as it is invaluable.

8. a. 2020/21 Q3 Financials (incl. Forecast) and Commentary

The financials were taken as read, with an overview of the key points provided by KS.

b. 2021-22 Budget Overview - Draft

AMcR provided an overview of the paper.

BG asked if there was any update if NHS will be covering the cost of the vaccination centres. MMc said the council have had indications that these costs will be met by NHS.

SL noted the salary increase included in the plan had not been agreed as yet. KS said this was a base assumption and it will align with the Council when agreed.

The draft budget was approved by the Board.

9. 2021-22 ERCL Draft Business Plan

AMcR presented the draft 2021-22 ERCL Business Plan including an overview of the current market environment, operational services and initiatives and risks. This document will be presented to ERC Council in February for their review.

The Board approved the draft Business Plan.

10. 2020/21 Pension Valuation Financial Assumptions

The Board approved the proposed salary inflation assumption for the 2020/21 Pension Valuation.

11. Proposed Board Meetings dates for 2021/22

The Board members agreed dates for 2021/22.

12. Declarations of Interest

Board members are asked to complete the Declarations of Interest required for audit purposes and return before 31st March 2021.

13. AOCB

No other business

Action Points

Agenda Item	Action	By
5	Set up engagement with Management and Staff via online.	AMcR

Approved by Board

3. Board Structure - Trustee Membership	The Board approved both re-elections of Steven Larkin and Noreen Siddiqui
4. Minutes of previous meeting	The minutes of 17 th November were approved by the Board
8. Draft Budget	The draft budget was approved by the Board
9. Draft Business Plan	The Board approved the draft Business Plan
10. 2020/21 Pension Valuation Financial Assumptions	The Board approved the proposed salary inflation assumption for the 2020/21 Pension Valuation.
11. Proposed Board Meetings dates for 2021/22	The Board members agreed dates for 2021/22