

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.

Tuesday 15th September 2020 at 2.00pm on Microsoft Teams

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

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)
Robert Hammond, Head of Operations (RH)
Ian Pye, Head of Sports and Physical Activity (IP)
Moira McFadden, Head of Communities and Arts (MMcF)
Scott Simpson, Head of Libraries and Information Systems (SS)
Jude Smith, Marketing Manager (JS)
Jenny Simpson (Wylie & Bisset) (JS) in part
Angela Burgess, Minutes

1. Welcome & Introductions

The Chair welcomed everyone to the meeting. GJ asked if item 11 Procurement Exemption could be discussed after item 5 Matters Arising giving more time to discuss item 10 Budget Planning 2021/22. This was agreed.

2. Preliminaries (Including Apologies, Declarations of Interest and Quorum)

No apologies were received.

The Chair confirmed no Declarations of Interest and the meeting was Quorum.

3. Minutes of 23rd June were agreed and approved.

4. **Matters Arising**

All matters were completed or actioned.

11. **Procurement Exemption**

Work is progressing to direct award the contract for supply of library books to Askews & Holts. Spending on library books over the last 5 years has varied, but the expectation is that spend will be in the region of around £80-90k per year and operating within the approved budget. As the annual value exceeds £50k and ERCL procurement standing orders states all contracts with an annual value of £50,000 must be approved by the ERCLT Board as per the Board Charter.

The Board is asked to approve the procurement exemption as noted above, which will allow the award of the contract for library book supply to Askews & Holts Library Services.

The Board approved this.

5. **2019/2020 Annual Accounts, Financial Statements, Trustee Report, External Auditor's Management letter, ERCL response and Representation Letter and ERC Letter of Comfort**

JS presented the Financial Statements, Trustee Report and External Auditor's Management letter for the year ended 31 March 2020, confirming these were discussed in full at the Finance, Audit and Risk (FAR) Meeting on 4th August 2020. There was a slight change to the final figures due to the pension valuation being changed after the FAR meeting. There are two sets of accounts; East Renfrewshire Culture and Leisure Ltd (ERCL) and East Renfrewshire Culture and Leisure (Trading) which has remained dormant throughout the financial year.

JS confirmed that the accounts were prepared according to charity rules and was a clean audit.

Audit Recommendations from prior year

Management Accounts – Robust balance sheets are still not available on a regular basis. KS advised this is dependent on ERC Finance, and she will work with ERC with the aim of being in place this financial year.

Board of Directors (Trading Company) – the trading company remains dormant and there is no intention for it to trade in the near future. No further action required.

Trustees Attendance at Meetings – All trustees had satisfactory attendance at Board meetings during the year. No further action required.

There were no new recommendations to management during the current year.

The Board approved the Annual Accounts and the Letter of Representation.

JS wanted to thank KS and her team for all information provided while working under the COVID 19 pandemic restrictions.

AMcR asked if JS would like to speak to Trustees without the Management team being present but this was declined.

JS left the meeting after agenda item 5.

KS advised she would arrange for the latest documents to be delivered and collected as required for signatures.

AA asked if he could have a hard copy of the annual accounts. KS will arrange this.

6. Holiday Programme Presentation

IP gave a presentation of the holiday programme for key worker and vulnerable children during the school summer holidays.

Staff had to create a new model from previous years due to the pandemic as the numbers of children had to be limited. The programmes were run in three schools with modern facilities and many large areas to adhere to social distancing and keeping the children and staff safe.

ERC Education, HSCP, Education Psychological Services, Family First and Children 1st all assisted with getting the most vulnerable children on these programmes and the feedback from parents was very positive.

IP wanted to thank all the staff involved in these programmes from staff across all sections of the trust, Janitors, cleaners and catering staff as these programmes wouldn't be a success without them.

In total 406 children participated during the 6 weeks.

Board members congratulated IP and his team for a very successful programme. MS wanted to note that with Education and the Trust working in close partnership it took pressure away from teaching staff and also offered free essential childcare for key workers. BG asked about the funding for this project. KS stated that both the Trust and Education had budget to support the resources required for these programmes.

AMcR said running these programmes with integrated Trust services was very successful and gave children a flavour of different activities.

7. Chief Executive's Q1 Scorecard and Business Performance Update

AMcR gave an overview but did state as we have been closed since March performance metrics were predictably sitting as red.

Change Projects and phased return include:

- Summer Holiday Programme
- Click and Collect in 2 libraries
- Online fitness classes
- Barrhead Foundry and Eastwood Park Leisure gym, fitness classes and swimming reopened Sept 20 at a reduced capacity

- Rebuild of the Leisure Management System
- Development of an Online booking App – in working progress
- Sports Development will start classes next week in Maidenhill Primary.
- Other libraries will open at end of September
- Holiday Programme during October School Holiday
- Dance Groups back in halls next week

Some of the Capital Programmes have continued during lockdown:

- Clarkston Library refurbishment should be completed by 5th October
- Theatre has been refurbished with chairs recovered, new flooring and painted
- Eastwood Park Leisure changing rooms are in the process of being refurbished
- Eastwood Park Masterplan – steering group has met and it is now progressing to next stage. AMcR will liaise with ERC Environment to present to the Board.

AMcR updated the Board on staff situations. Some staff started back the week before the 2 centres opened and they were delighted to be back and were very positive and energetic and this has continued after opening. Customers have also complimented us on the planning for opening the centres safely.

Some staff remain on furlough with most planned to be back before the end of October.

Most of the fitness classes are full and gyms are running at 60-70%. As the capacity is much reduced this is more like 30% of normal attendance.

Community Halls remain closed but as this is affecting people's businesses we are working to get them back safely.

First Direct Debit payment for gym members will be mid-November.

SL asked about communication with staff still on furlough. AMcR confirmed Managers are maintaining contact with staff and he has sent a letter updating them of the re-opening journey plan last week.

8. Report by the Chair (AA) of the Finance, Audit and Risk Committee (FAR)

The FAR Chair provided a summary of the activities which took place at the FAR meeting held on 4th August.

The Board **approved** the report by the Chair of the FAR.

9. Spending Pressures for 2020/21

The Board is asked to review and approve the spending pressures for onward submission to the Council to support an additional service fee for 2021/22.

The Board **discussed and approved** the spending pressures for submission to the Council for consideration.

10. Budget Planning 2021/22

There was a discussion about budget planning and the need for possible service reduction in the light of the forecast budget deficits for 2020/21 and 2021/22, due to Covid 19.

SL reminded the Board of the agreements with the Trade Unions. The Board stated they would not countenance consultation in relation to job losses, and the Executive Team was authorised to begin scenario planning in relation to possible service reduction, but further discussion with the Council was necessary and welcomed.

11. Discussed earlier in the meeting

12. ERCLT Service Level Agreements with ERC

This will be monitored and picked up at a later date.

13. **Press and PR - issued separately**

14. **AOCB**

No other competent business was reported.

Next meeting agreed for 17 November 2020

Action Points

Item	Action	By
5	2019/20 Annual Accounts – KS will arrange for documents to be signed and a hard copy sent to AA	KS
7	Eastwood Masterplan – Arrange briefing session to Board with Environment Dept	AMcR
10	Budget Planning 2021/22 – Further discussion required at separate meeting	AMcR