

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.

St Johns Conference Room, Barrhead, at 3.30pm

- Present:** Professor Grant Jarvie (Chair) (GJ)
Andrew Allan (AA)
Provost Jim Fletcher (JF)
Councillor Barbara Grant (BG)
Steven Larkin (SL)
Dr Noreen Siddiqui (NS)
Rob Crusher (RC)
- Attending:** Anthony McReavy, Chief Executive (AMc)
Karen Storie, Director of Finance and Commercial Services (KS)
Mhairi Shaw, Director of Education ERC (MS)
Margaret McCrossan, Head of Accountancy ERC (MMc)
Ian Pye, Head of Sports and Physical Activity
Liz Anderson (minute taker)
- Apologies:** Councillor Colm Merrick
Councillor Paul O’Kane

1. Welcome & Introductions

The chair welcomed everyone to the meeting. GJ thanked the Executive Team for their work in planning, arranging and managing a number of meetings and papers in a short space of time.

2. Preliminaries (including apologies and quorum)

Apologies were received from Cllr Colm Merrick & Cllr Paul O’Kane.

The Chair confirmed there are no Declarations of Interest.

3. Minutes of previous meeting

These were discussed and it was noted they had been previously approved by the Board via email.

4. Matters arising

Budget Pressures were submitted.

The style of minutes was approved.

The Board discussed the meeting held between the Chair and the Leader of the East Renfrewshire Council. There was a discussion about the scope of possible opportunities, identified risks, and the budget scenario. It was agreed to establish regular meetings with the Leader of the Council.

5. Head of Sports and Physical Activity Presentation

IP gave a presentation on the *Health for Heroes* Initiative. IP outlined ERCLT's support for veterans under the programme. The presentation was warmly received. IP agreed to forward contact details of the Renfrewshire Armed Services Co-ordinator to BG and JF.

After questions

IP leaves meeting after agenda item 5.

6. Chief Executive's Q2 Scorecard and Business Performance Update

AMcR presented the Q2 performance results.

A discussion took place regarding the performance in the period until 30 September 2019. There was a discussion on current vacancy levels, and steps being taken to fill vacancies. It was noted that staff turnover rates would be reported upon once the new HR systems were in place.

7. Report by 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 5th November.

An overview of the Q2 financials was provided by KS, including the forecast surplus for 2019/20. AA commended the quality of the budgeting process, given its accuracy, with actual income only 1.5% off budget. KS noted a reforecast would be undertaken early in the New Year.

There was a discussion of the 2020/21 Draft Budget, including the proposed reduction to the management fee received from ERC and the level of required savings. It was noted the December elections have had an impact on the timing of national and local government budget setting. ERLC will revise the draft budget for consideration at the February Board meeting, including recommended savings, by which time there should be clarity on the local government settlement.

GJ suggested an extraordinary FAR if need be early in 2020. It was agreed to consider options for this. (The next ordinary FAR meeting is 4 February 2020).

The 2020/21 ERC Budget would also include capital as well as revenue. MMcC gave an update on Capital Programme Allocation (CPA) Bids.

Risk Register – KS noted the changes to the Risk Register in the period. There was a discussion about the Redundancy Modification Order.

The Board **approved** the report by the Chair of the FAR, and the draft budget for 2020/21.

JF asked about a Whistle Blowing Policy for ERCLT, and it was agreed to bring one to the February Board Meeting.

8. Report by Member of the Health and Safety, HR and Appeals Committee

In the absence of the Chair of the Committee, SL gave a report on the meeting of 31st October.

The Board **approved** the Health and Safety Policy, the Volunteer Policy and the Terms of Reference of the Committee.

9. ERCLT 2020/21 Draft Business Plan

AMc presented the draft Business Plan for the year 2020/21. It was noted that it will be presented to Council for Agreement on 18th December.

The board discussed the plan, including the balance between commercial and charitable activities; the social enterprise model; the ongoing challenge of maintaining the facilities and Property and Technical Services teams' performance in relation to this; potential for rationalising the property portfolio; and the role of Community Asset Transfer in relation to ERC-owned / ERCL-operated facilities.

The Board **approved** the 2020/21 Business Plan.

BG leaves the meeting after agenda item 9.

10. Solace in Business (SiB) Joint Action Plan Update

KS updated the Board on progress with the SiB Action Plan. Progress was noted.

11. Press & PR

There was a discussion about Marketing and Communications, including promotions, advertising and internal communications.

RC leaves the meeting after agenda item 11.

12. AOCB

The board approved the renewal of banking arrangements.

AMc updated the board on follow up to the Away Day.

AMc advised the board that invitations to the forthcoming panto *Cinderella* would soon be issued.

The Chair wished the board and attending officer's best wishes for the forthcoming Christmas.

Action Points

Agenda Item	Action	By
4	Regular meeting between Chair and ERC Leader to be arranged.	GJ / AMcR
5	Contact Details for the Renfrewshire Armed Services Co-ordinator would be circulated.	IP
7	2019/20 Outturn Forecast to be refreshed in early 2020.	KS
	Revised Budget for Approval in February Board Meeting.	AMc / KS
	Interim FAR Meeting to be arranged in early 2020.	AA / KS
	Whistle-blowing Policy to be presented to February Board.	AMc

12	Away Day Follow-up to be progressed.	AMc
	Invitations to Pantomime Preview to be issued.	AMc