

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 Meeting of the Board of Trustees of East Renfrewshire Culture and Leisure Ltd

St John's Campus on Thursday 1 June 2017 at 4pm

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

1. Welcome

The Chair welcomed everyone to the meeting, particularly the new members to the Board of Trustees, Councillors O'Kane, Merrick, Grant and Devlin. The Board introduced themselves. The Chair thanked and commended all previous members of the Board and also Douglas Walker the previous Director of Finance and Commercial Services and welcomed Karen Storie the new Director of Finance & Commercial Services.

2. Apologies

The Board noted apologies were received from Brian Davidson.

3./4. Resignations of Board Members & Appointment of New Board Members

The Chairman advised of recent removal and appointments of Directors of the East Renfrewshire Culture and Leisure Limited Board, namely:-

(i) in terms of Article 9, East Renfrewshire Council at its statutory meeting on 24 May 2017 removed Councillor Gilbert and former Councillors Carmichael, Hay and Montague from the East Renfrewshire Culture and Leisure Limited Board, and appointed Councillors Colm Merrick, Danny Devlin, Barbara Grant and Paul O'Kane, and a written notice from the Council, to that effect, was tabled.

5. Notice and Quorum

Having noted the relevant notice had been issued and a quorum was present the Board agreed to proceed to business as in hereafter minuted.

6. Minute of Previous Meeting 28 February 2017

The minute of the previous meeting held on 28 February was approved.

7. Matters Arising

Big Wave Media will be reported under Item 9 Chief Executive's Year-end Report

The price change for hiring the theatre and equipment was communicated to all users of the theatre, an existing clause in the hire documents stated prices may increase.

8. Membership of Committees

a. Finance, Audit & Risk (FAR)

Appointed: Councillor Barbara Grant

Existing Members, Brian Davidson (Chair), Professor Grant Jarvie, Doctor Noreen Siddiqui

b. HR, Health & Safety and Appeals

Appointed: Councillor Paul O' Kane

Councillor Colm Merrick

Steven Larkin

Existing Member, Jim Wilson (Chair)

c. Trading Company

Appointed: Councillor Danny Devlin

Councillor Barbara Grant

Existing Members, Brian Davidson, Jim Wilson

9. Chief Executive's Report including Year End Performance Report

Gyms

Leisure Centre attendances are once again at a five year high, exceeding last year's figures by a further 5%.

Community Sports Development

Attendances are up by over 15.7% on the previous year. A key development is gymnastics classes growing strongly by 25% on previous year.

Library Attendances

Library attendances both physical and virtual, showing a slight decrease from the previous year, but overall 7.2% above previous 5 year averages.

Theatre

Increased programming in the theatre following the review and implementation of the new strategy achieved significant results, particularly with regards to the pantomime. The theatre development programme will continue over the coming year.

Community Facilities

Attendances through halls and schools out of hours were up 3% on previous year. An increase in customer satisfaction ratings was achieved despite an increase in hall letting charges.

Absence and Sick Pay

Management attention will focus on absence and sick pay over the coming year. Absence will be the focus of planned staff away days and healthy working programmes as part of the People Strategy.

Business Support Review

The Business Support Review is designed to create efficient business processes that support the delivery of excellent customer service. This will be achieved by optimising procedures and streamlining transactions. Staff will be empowered to resolve problems and will be encouraged to challenge poor process across the organisation.

Big Wave Media

The Chief Executive explained that the Big Wave Media Project is not part of the Balgray Loch Project which is no longer a priority in ERCLT's Business Plan.

Big Wave Media have been commissioned to carry out a project to maximise swimming lessons, gym and health & fitness operations. Big Wave has a strong background in increasing sales which is supported by a well-planned marketing strategy, the company come highly recommended.

The Board is asked to note the Year End Performance Report

Duly noted.

10. Report by Chair of the Finance, Audit and Risk Committee

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

In the absence of the Chair of FAR Committee KS provided a short oral report.

The following reports were accepted by the Board of Trustees

- 10 a) P13 Financial Commentary
- 10 b) P13 Balance Sheet
- 10 c) Internal Audit 2017/18 Plan

ERCLT has finished the year in a positive position.

The Chair expressed his appreciation to Mhairi Shaw for ensuring ERCLT received additional funding.

11. Press and PR

Publicity material sent previously to Board Members.

12. AOCB

Written Declarations of Interests by Board members were submitted.

A full calendar and contact list will be issued to Board members

13. Date of Next Meeting

Wednesday 6 September 2017 at 4pm Venue to be confirmed.

Action Points

Item	Action	By
12	Full calendar and contact list to be issued to Board members	MW