

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.

The Foundry, Barrhead on Tuesday 20th August 2019 at 3.30pm

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

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 (RH) Head of Operations in part
Jenny Simpson (Wylie & Bisset) (JS) in part
Allison Mitchell (Minute Taker)

Apologies: Rob Crusher

1. Welcome & Introductions

The Chair welcomed everyone to the meeting.

Preliminaries (Including Apologies and Quorum)

Apologies were received from Rob Crusher.

The Chair confirmed no Declarations of Interest.

The Chair confirmed two important points on the Agenda for discussion would be Financial Accounts (item 2) and Gym membership repricing (item 10).

The Chair then handed over to Jenny Simpson of Wylie & Bisset to present the Accounts.

2. 2018/2019 Annual Accounts, Financial Statements, Trustee Report, External Auditor’s Management letter and Representation Letter

JS presented the Financial Statements, Trustee Report and External Auditor’s Management letter for the year ended 31 March 2019, confirming these were discussed in full at the Finance, Audit and Risk (FAR) Meeting on 6th August 2019. 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.

During the discussion of the Trustee Report – Statement of Trustees Responsibilities it was agreed to amend the comment on P4 regarding Key Management Personnel. KS advised she would refine and confirm in advance of the accounts being signed. *Post meeting note: this was agreed to read “The remuneration for senior staff is set at the levels prescribed in the grading and job evaluation process set out by ERC and adopted by ERCL, and managed within the provisions of the Board Charter.”*

Chair (GJ) provided an overview of the accounts discussion, noted that due diligence had been undertaken through the scrutiny of both the FAR and auditors, and asked the Board to approve the accounts.

The Board unanimously **approved** the Annual Accounts. .

JS left the meeting after agenda item 2.

3. Board of Appointment ERCL (Trading) Ltd – GJ

It was recommended that Andy Allan is appointed to the board of the dormant Company, East Renfrewshire Culture & Leisure (Trading) Ltd and this was **agreed** by the Board.

4. Minutes of the Meeting of 6 June 2019

The minute of the meeting of 6 June 2019 is accepted as true and accurate.

The Board **requested** that AMcR review the style and content of subsequent minutes.

5. Matters Arising

Staff Training

The first staff engagement survey is in progress with the current planned timeline aimed at getting outputs to be available for either the October away day or the November Board Meeting.

Proposed new Eastwood Leisure Centre

AMcR confirmed there was no update from Andy Cahill in ERC Environment. It was noted that it was proposed by ERC that a steering group with key stakeholders would be set up, and a further update would be provided at October away day.

6. Swimming Development Framework Presentation

RH provided an update on the Swimming Development Framework.

The Chair thanked RH for his presentation at which point RH left the meeting.

7. Chief Executive’s Q1 Scorecard & Business Performance Update

AMcR presented the Q1 performance results.

A discussion took place regarding the performance in the period. JF asked about the extent of the Trust’s activities in relation to a number of areas not included in the Trust’s portfolio by the Council at its launch. It was agreed that the current approach to culture and leisure in

the areas was fragmented and offered a less-than ideal customer experience and both ERC and the Trust needed a shared vision for culture and sport (facilities, activities, programmes)

The board **approved** that an invitation from the Chair to the leader of the council would be made to open dialogue.

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 6th August.

An overview of the Quarter 1 financials was provided by KS, noting that to date there was similar trends to the prior year.

The Board **approved** 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 2020/21.

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

10. Gym Membership

The Board considered a proposal regarding changes (mainly reductions) in gym pricing. The proposal was approved.

The Board **approved** the proposal.

11. ERCL / ERC Service Level Update

Revised SLAs in draft form at present with the aim of finalising in the next calendar month

12. Press and PR - issued separately

13. AOCB

No other competent business was reported.

Next meeting agreed for 19 November 2019
