

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, on Wednesday 4th March 2020 at 3.30pm

Present: Professor Grant Jarvie (Chair) (GJ)
Andrew Allan (AA)
Provost Jim Fletcher (JF)
Councillor Barbara Grant (BG)
Councillor Colm Merrick (CM)
Councillor Paul O’Kane (PO)

Attending: Anthony McReavy, Chief Executive (AMcR)
Karen Storie, Director of Finance and Commercial Services (KS)
Mhairi Shaw, Director of Education ERC (MS)
Barbara Clark, Chief Accountant, ERC (BC)
Moira McFadden, Head of Communities and Arts (MMF)
Angela Burgess (minute taker) (AB)

Apologies: Steven Larkin (SL)
Dr Noreen Siddiqui (NS)
Rob Crusher (RC)
Margaret McCrossan, Head of Accountancy ERC (MMc)

1. Welcome & Introductions

The chair welcomed everyone to the meeting.

2. Preliminaries (including apologies and quorum)

Apologies were received from Rob Crusher, Dr Noreen Siddiqui, Steven Larkin and Margaret McCrossan.

The Chair confirmed there are no Declarations of Interest.

3. Minutes of previous meeting

These were discussed and approved by the Board.

4. Matters arising

Actions from previous minutes were discussed.

Action 4

A robust discussion took place regarding the agreement of a shared vision with the Council for culture and leisure services.

GJ has written to the Leader of the Council to arrange a future meeting and is waiting for a reply.

GJ asked for any items the Board wish him to discuss at this meeting.

Action 5 – complete

Action 7

2019/2020 Outturn Forecast to be refreshed in early 2020 – this will be discussed in Item 7b.

Revised Budget for Approval in February Board meeting – this will be discussed in item 7c.

Interim FAR Meeting to be considered in early 2020 – meeting took place on 4 February therefore this action is now closed.

Whistle-blowing Policy to be presented to February Board – This will go to the next HR, Health and Safety and Appeals Committee, and thence to the Board.

Action 12

Away Day Follow-up to be progressed

Staff Awards evening has been set for 1st May.

Two sessions are being arranged within the next 4-6 weeks for discussions with staff regarding results of Staff Engagement Survey. AMcR will send invitation to Board Members to attend these sessions.

New Leisure Centre – The Council Steering Group has been arranged, including representation from the Trust. The Exec will arrange a separate discussion with Board Members to consider the ideas for the centre.

5. Head of Communities and Arts Presentation

MMF gave a presentation on the transformation of the Theatre over the last 2 years including:

- Showing live streams from National Theatre Live, National Opera House and Ballet productions.
- Very successful Panto with great reviews and sales
- Working with other Scottish theatres to arrange combined events where a performer may come to Eastwood then go to other theatres making it more financially beneficial for them
- Performances to attract all customers including a show with sign language, a relaxed performance that sited people with special needs. Future shows are being arranged for people with dementia.
- Key milestones include significant increase in ticket sales, sell out shows, motivated team.

MMF took questions.

Coronavirus

As MMF is the Chief Incident Officer for the Trust on the Council's Resilience Management Team she spoke to the Board regarding the Coronavirus explaining that the Senior Management Team had met last week and have reviewed operating procedures, increased cleaning and availability of hand sanitiser in venues; and issued guidelines to all staff. These will be updated as and when required. Front-facing staff are encouraged to follow the official guidelines including washing hands more often.

The Trust is following Government advice and operating as usual, but will review this in the light of changing advice and events.

MMF left meeting at 4.45pm.

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

AMcR presented the Q3 performance results.

Libraries total attendance is not recorded at present but the methodology of attendance recording is being assessed as part of the Audit plan.

There have been issues with IT recently which are not fully resolved.

Gym memberships were down in this period but the promotion in January has been exceptionally successful, so this will feed through into figures in the next quarter.

7. a. Report by Director of Finance and Commercial Services – Internal Audit 2 Year Plan

It was proposed at the FAR meeting in February that an internal audit plan for the next 2 years would be devised. This has now been reviewed and approved by the Board.

b. 2019-20 Q3 Financials and Commentary

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

c. 2020-2021 Draft Budget Update

KS provided an update to the draft budget presented to the Board in November, including a summary of the overall movements.

A change to the issued paper was discussed. Following the publishing of the Council budget papers last week, ERCL have been required to make a further £30k savings over and above the £401k already required. (The income previously received from Environment for lease on the Foundry office space has been reduced by £30k. Although the area could in theory be leased or let for up to £20k, this has not been done as yet.) This moves the overall ERCL budget from a forecast surplus to a small deficit.

Since this change happened after the window for raising budget pressures with the Council closed, the Board would not approve the revised budget and asked BC to take back to the Budget Strategy Group for further consideration of funding.

d. Financial Policies - Contract Standing Orders and Reserves Policy

AMcR presented the contract standing orders.

A discussion took place on the Reserves Policy and how the proposed level of reserves could be calculated and it was agreed that the current proposed methodology was acceptable.

The Board approved the updated policies.

8. 2019/2020 Pension Valuation Financial Assumptions.

The Board approved the proposed salary inflation assumption for the 2019/20 Pension Valuation.

9. Proposed Board Meetings dates for 2020/21

The Board members agreed dates for 2020/21.

10. Declarations of Interest

Board members are asked to complete the Declarations of Interest required for audit purposes.

11. AOCB

AMcR informed the Board that Mhairi Shaw is retiring in August therefore her last board meeting will be in June 2020.

AMcR informed the Board that the Council are in the process of carrying out a Best Value Review of the Trust – the draft will be circulated in due course.

Action Points

Agenda Item	Action	By
4	Action 4 from Dec meeting – GJ waiting for reply from Leader of Council and would like to know what items need to be discussed a meeting.	GJ / All
4	Action 7 from Dec minutes – Whistle-blowing policy going to Council end of March – a board member will take responsibility after this.	AMcR
7c	Revised Budget for Approval in June Board Meeting.	AMcR/ KS