

## 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.

Heys Room, The Foundry, Barrhead on Tuesday 4<sup>th</sup> September at 4.00pm

- Present: Jim Wilson (Chair) (JW)  
Councillor Paul O’Kane (PO’K)  
Councillor Barbara Grant (BG)  
Councillor Colm Merrick (CM)  
Professor Grant Jarvie (GJ)  
Dr Noreen Siddiqui (NS)  
Brian Davidson (BD)  
Steven Larkin (SL)
- 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)  
Jenny Simpson, Auditor, Wylie & Bisset (JS)  
Margaret Walker (minute)
- Apologies: Councillor Danny Devlin

### 1. Welcome & Introductions

The Chair welcomed everyone to the meeting and introduced Margaret McCrossan, Head of Accountancy, East Renfrewshire Council. Margaret is joining the ERC Board Observers and will replace Barbara Clark. The Chair thanked Barbara for her service to the Board since 2015.

The Chair proposed to move Item 6, 2017/18 Annual Accounts to the top of the Agenda to allow the External Auditor an early exit from the meeting.

This was agreed.

### 2. Preliminaries (Including Apologies and Quorum)

Apologies received from Councillor Danny Devlin

The meeting is quorate.

## **6. 2017/18 Annual Accounts**

KS apologised for the short delay in sending some of the papers out and explained this was due to the need for a revised actuarial pension valuation.

JS spoke to the highlights of the report and confirmed the Audit was prepared according to charity rules and is an entirely clean audit report.

BD, as Chair of the Finance Audit and Risk Committee reported that the FAR Committee, at their last meeting on 22 August 2018, scrutinised the accounts and that changes required to the report discussed at that meeting have been incorporated in the accounts.

The Board agreed to approve the Accounts and agreed that JW and BD may sign the Letter of Representation as Chairs of the Board and FAR Committee respectively on behalf of the Board of Trustees.

### *East Renfrewshire Culture and Leisure (Trading) Accounts*

The Board agreed to approve the Accounts and agreed that JW and BD may sign the Letter of Representation as Chairs of the Board and FAR Committee respectively on behalf of the Board of Trustees.

Sets of the approved accounts will be issued to East Renfrewshire Council and will be published on both Companies House and OSCR websites.

The Auditor sent the reports to Audit Scotland on 31 August 2018 and will now confirm to Audit Scotland that the accounts are accepted by the Board of Trustees.

BD is pleased to note there are no new recommendations from the audit, there are some recommendations open from previous audits and these will be carried forward to be closed off.

JW thanked JS and KS for their hard work in preparing the accounts and also thanked the FAR Committee for their input to the reports.

JS thanked KS for her assistance in compiling the reports.

JS informed the Board of a Brewin Dolphin Charity Trustee Training event on 6 September where she will be a guest speaker and offered the Board an opportunity to attend if they would find it of interest.

JS left the meeting after Item 6.

### **3. Minutes of Board Meeting 27 February 2018**

The minutes of the Board meeting of 27 February 2018 were accepted

### **Minutes of Board Meeting 17 April 2018**

The minutes of the Board meeting of 17 April 2018, with some minor changes, were accepted.

### **Minutes of Board Meeting of 5 June 2018**

The minutes of the Board meeting of 5 June 2018, with some minor changes, were accepted.

### **4. Matters Arising**

No matters arising from previous minutes.

### **5. Board Work Plan 2018/19**

The Board Work plan was discussed and changes agreed regarding the Chief Executive's Reports being replaced by Balance Score Cards.

The structure of the Agenda is to be considered to ensure coverage of all relevant papers.

### **7. Chief Executive's Business Performance Report**

#### *Balanced Score Cards*

There was a discussion around the Balanced Scorecard for the period to 20 July 2018, based around what the Board would like to see from the measurements.

The Scorecard is at the initial stage and will be refined around the analytical needs and measurements of the departments and the company.

The tolerances around financials will be revised to reflect available funding i.e. surplus/net assets.

Arrows graphic to be amended to reflect when there has been a change in colour only.

#### *Sports and Culture Brochures*

A GDPR issue prevented the sports and arts brochures from being sent out in the school bag drop. AMcR will chase the legal position on this

MMcC is attending a meeting with the Legal Department on Wednesday 5 September and will bring the issue to their attention.

#### *The Foundry Refurbishment*

The Foundry is fully open as of Monday 3 September 2018, on time and on budget; this will be reported to the full Council meeting. Promotions are being lined up for swimming lessons and gym usage.

### *Grant Funding*

MacMillan Cancer funding has been secured for drop in centres in libraries. A safe space will be offered through the centres for signposting and advice. A Move More element will also be used incorporating walking, circuits and gardening. The programme will take place over the next four years.

### *Gym Pricing*

All existing gym members have been written to concerning the price changes.

### *SLAs*

Marketing and Communications in-sourcing will be covered as part of the Board Strategic Away Day in terms of how this will function.

### *Solace in Business Review*

SMT are working on individual service plans relating to the SiB Review. These will be presented at the Board Strategic Away Day scheduled for October 2018.

Councillor Grant left the meeting after Item 7.

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

The Chair of the FAR reported the Committee had met on 22 August 2018 discussing the external audit, Period 4 accounts, internal audit and spending pressures. The next FAR meeting is scheduled for 20 November 2018.

## **9. Report by Chair of HR, Health & Safety and Appeals Committee**

The Chair reported that some Board members had attended a very informative and interesting Safeguarding and Child Protection seminar in August run by two ERCLT staff members and encouraged Board members to look at the slides produced for the presentation.

## **10. Spending Pressures 2019/20**

A discussion took place around spending pressures for financial year 2019/20.

Approval for Spending Pressures and the Capital Programme Submissions were sought from, and approved by the Board.

## **11. ERCL Service Level Review**

Service Level Reviews are being carried out, looking at agreed performance levels, KPIs and gap analysis and will be covered as part of the Strategic Away Day in terms of operational requirements.

## **12. Press & PR**

A verbal update of press and publicity was delivered by the CEO.

### 13. AOCB

*CPA Eastwood High School*

AMcR to gain update on whether we are meeting our duty in regards to disability issues.

*Board Strategic Away Day*

The date of the Board Strategic Away Day is confirmed as Tuesday 23 October 2018.

The CEO requested that Board members, who have not done so, should send their Board Skills Matrix to him as soon as possible to allow for the preparation of the Agenda for the Away Day.

The Meeting closed at 5.50pm

**Date of Next Meeting, Tuesday 4<sup>th</sup> December 2018, Venue TBC**

#### Action Points

Item	Action	By
5	Consider the structure of the Agenda to ensure coverage of all relevant papers.	AMcR & KS
6	Sets of the approved accounts will be issued to East Renfrewshire Council and will be published on both Companies House and OSCR websites.	KS
6	Confirm to Audit Scotland that the accounts are accepted by the Board of Trustees.	JS
7	Chase the legal position on brochures being distributed through school bags Point to be raised at Council Legal Meeting	AMcR MMcC
7	Report to the full Council meeting that Barrhead Foundry is fully open as of Monday 3 September 2018, on time and on budget.	AMcR
13	Check Equalities Act around reasonability test.	AMcR
13	Skills Matrix to be returned to the CEO	Board Members