

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

Via Microsoft Teams Online and at Barrhead Foundry, on Tuesday 16 November 2021 at 3.00pm

<b>Present:</b>	<b>In person</b>	Professor Grant Jarvie (Chair) (GJ) Andrew Allan (AA) Provost of ERC Jim Fletcher (JF) Councillor Barbara Grant (BG) Councillor Tony Buchanan (TB)
	<b>On Teams</b>	Steven Larkin (SL) Rob Crusher (RC) Councillor Colm Merrick (CM)
<b>Attending:</b>	<b>In person</b>	Anthony McReavy, Chief Executive (AMcR) Karen Storie, Director of Finance and Commercial Services (KS) Mark Ratter, Director of Education ERC (MR) Moir McFadden, Head of Communities and Arts (MMcF) Scott Simpson, Head of Libraries and Information Services (SS)
	<b>On Teams</b>	Margaret McCrossan, Head of Accountancy ERC (MMcC) Robert Hammond, Head of Operations (RH)

Angela Burgess (minute taker)

**Apologies:** Noreen Siddiqui (unable to attend due to technical failure – written note submitted)

**1. Welcome & Introductions**

The chair welcomed everyone to the meeting.

**2. Preliminaries (including apologies and quorum)**

The Chair confirmed there are no Declarations of Interest and the meeting was Quorum. Apologies from Noreen Siddiqui who was unable to attend due to technical failure.

**3. Minutes of previous meeting**

Minutes from 17 August 2021 were agreed and approved.

**4. Matters arising**

No matters arising from previous meeting.

**5. Chief Executive's Q2 Scorecard and Business Performance Update.**

AMcR presented the Q2 performance results.

Next 3-4 months recovery is critical for us with regards to recruitment, gym attendance and theatre attendances.

BG asked about the complaints received regarding issues with toilets and cleanliness of the pool at Eastwood Park.

AMcR explained the toilets were out of commission for public use due to the Vaccination Centre in place at the centre.

RH provided assurance that the cleaning and the pool is of the highest standard, and there are no issues with water quality. He also added that when the building is worn, this can be perceived not to be clean but this is absolutely not the case.

A discussion took place around swimming lessons and in particular the level of customers currently on the waiting list, which was being actively worked through. A number of new swimming teachers have been recruited and this will also help to provide additional capacity. RH advised that the programme was currently operating at 66% capacity mainly due to the delay in re-opening Eastwood High School, which would need to close again next year due to building works.

AMcR said it will be at least a 2-3 year recovery. We've had a good response to swimming and theatre attendances. The statistics over the next 4 months will give us a better picture of the recovery position. CM asked how we compare to other Trusts. AMcR confirmed we are all very similar.

An overview of the key scorecard metrics was provided with discussion on attendances with the venues impacted by the operation of the Mass Vaccination Centre based in dryside, recruitment timelines and the current number of staff vacancies (8-10%) due to resignations, universities restarting and cash staff leaving.

AMcR provided the board with some background and an overview in relation to recent complaints from amateur theatre groups and their ability to return to the theatre. A discussion took place around correspondence that elected members, MP and MSPs had received, the ongoing impact of the Mass Vaccination Centre in our theatre recovery plans, the history of hirers in Eastwood Park Theatre and managing access to the theatre by the groups as we emerge from Covid.

AMR confirmed he would be meeting with a group representing some of the community/amateur groups in January 2022 to discuss their issues along with future programming and options for allocation of dates 2022 and beyond. It was agreed that elected members would be provided with relevant background information about the groups concerns alongside ERCLs approach to programming of the theatre to assist in their discussions/correspondence with the groups.

BG asked about hire charges, and suggested a review of prices and charges. The Board agreed that this would be done shortly, with increases if necessary to ensure they were appropriate and in line with other theatres.

## **7. Report by Chair of the HR, H&S and Appeals Committee**

RC, Chair of the Committee, gave an overview of the meeting held on 26 October 2021.

The draft Menopause Policy was brought to the committee. The policy reflects the Council's and will generate a greater understanding to support staff. The policy was **approved**.

Other items discussed at the meeting included:

- Update on the end of the furlough scheme.
- Operation update
- Demonstration of the OpsPal system used for maintenance and health & safety in venues.
- Office refurbishment in St Johns to a hybrid style office allowing staff to work both from office and home.
- Living Wage Accreditation to show we are compliant
- Incident data which was a total of 9 in a six month period.

#### **6. 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 2 November.

##### a) 2021/221 Q2 financials and high level forecast

An overview of the Q2 financials was provided by KS, including the forecast for 2021/22.

For the 6 months to 30 September 2021, there was an operating surplus of £0.5m.

##### b) 2021/22 Draft Budget

KS gave an overview of the 2022/23 draft budget and the key assumptions.

Refinements will continue to be made based on further customer / service demand experience, with any material adjustments factored into the final budget submission in February 22 which will also include the final ERC service fee.

Discussions took place.

**Agreed and approved.**

##### c) Risk Register

The Risk Register was discussed with 5 risks increased, 1 decreased and 4 removed.

#### **7. Discussed earlier in meeting**

#### **8. SiB Joint Action Plan Update**

Document taken as read.

The Solace in Business Action plan and the Best Value Review actions are consolidated into one action plan as some had been superseded by the implementation of the core systems platform. AMcR met with Council and reviewed both sets of actions and it is now more relevant and appropriate. These will go to the Audit and Scrutiny Committee.

AA noted the report was an improvement and much clearer.

BG asked why pitches and pavilions are not under the Trust's management, and if there were delays in undertaking this? AMcR said this will be managed as a change project with a draft proposal late spring next year which will help to identify the scope, costs and risks.

**Board approved and agreed.**

**9. Press & PR**

Issued separately

**10. AOCB**

**Action Points**

<b>Agenda Item</b>	<b>Action</b>	<b>By</b>

**Approved by Board**

<b>Agenda Item</b>		<b>Approved</b>
3	Minutes from 17 August 2021	Approved by Board
6	Draft Budget	Approved by Board
7	Menopause Police	Approved by Board
8	SiB Action Plan	Approved by Board

Next meeting Wednesday 16<sup>th</sup> March 2022