



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.

Tuesday 30th August 2022 at 3.00 pm at Barrhead Foundry and on Microsoft Teams

Present: Professor Grant Jarvie (Chair) (GJ)
Councillor Katie Pragnell (KP)
Councillor Paul Edlin (PE)
Dr Noreen Siddiqui (NS)
Rob Crusher (RC) (Online)
Councillor Colm Merrick (CM) (Online)
Councillor Owen O'Donnell (Online)

Attending: Anthony McReavy, Chief Executive (AMcR)
Karen Storie, Director of Finance and Commercial Services (KS)
Mark Ratter, Director of Education, ERC (MR)
Robert Hammond, Head of Operations (RH)
Ian Pye, Head of Sports and Physical Activity (IP)
Jenny Simpson (Wylie & Bisset) (JS) in part
Angela Burgess, Minutes

1. Welcome & Introductions

The Chair welcomed everyone to the meeting.

2. Preliminaries (Including Apologies, Declarations of Interest and Quorum)

Apologies were noted from Andrew Allan, Steven Larkin and Margaret McCrossan.

Andrew Allan had provided notes to be fed into the meeting and that all items to be discussed were approved at the FAR meeting.

The Chair confirmed no Declarations of Interest and the meeting was Quorum.

Jenny Simpson introduced herself to the new Board members.

3. Minutes of 31st May were agreed and approved.

4. Matters Arising

Item 6 – Board Charter will be updated every two years and reported to the Board

Item 7 – Closed

5. 2021/2022 Annual Accounts, Financial Statements, Trustee Report, External Auditor's Management letter, ERCL response and Representation Letter and ERC Letter of Comfort

JS presented the Financial Statements, Trustee Report and External Auditor's Management letter for the year ended 31 March 2022, confirming these were discussed in full at the Finance, Audit and Risk (FAR) Meeting on 11th August 2022.

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.

Audit Recommendations – Previous Years

8.2 Management Accounts – a balance sheet is now included in the board pack – no further action required.

8.3 Declarations of Interest - It was noted that one Trustee had not declared their interest with East Renfrewshire Council. All Trustees should declare all interests, and those with interests in the Council should disclose this. Original recommendation repeated. This will be covered as part of the 22/23 Trustee training.

Audit Recommendations – Current Year

No new points arising from the current year procedures.

The Board approved the Annual Accounts and the Letter of Representation.

JS wanted to thank KS and her team for all information provided.

GJ asked if JS would like to speak to Trustees without the Management team being present but this was declined.

GJ thanked JS and her team for their input, support and patience and wish her well in her retirement.

JS left the meeting after agenda item 5.

6. Chief Executive's Q1 Scorecard and Business Performance Update

AMcR gave an overview and paper was taken as read.

During Q1 we continue to recover from the pandemic and we see the business approaching near normal operations with further relaxation of restrictions and additional reintroduction of programmes and services.

Recruitment and retention have been exasperated by the pandemic. FTE staff has increased by 19 to 209, an improvement of 10%, however number remain below a planned level of 239 FTE.

The staff absence metric has been reinstated with the FTE sick days was 4.4 in Q1. RC asked what % of workforce this was. AMcR said about 2%. The impact of the Omicron variant of Covid will play a role in the increase.

Direction of travel is good in recovery with gym memberships continuing to rise and a noticeable shift in balance to younger members joining. It was noted that we had start to see an increase in cancellations due to financial cost of living crisis.

RC asked about student discounts when they are transitioning from School to Further education and the few months in between. IP said they are looking at this as a jump from a Junior Membership at £12 to an Adult Membership with Concession at £29.00 is a large jump and this will be discussed further.

KP asked why Bookbug attendance figures are not included in the stats when it is very popular and well attended. AMcR said we do take attendance figures for Bookbug and will get these to KP. **ACTION**

Capital Programmes

AMcR provided a verbal update.

- Eastwood Leisure Centre and Eastwood Park Masterplan Working Group
- Neilston Joint Campus development
- Eastwood High School Changing Village
- Refurbishment of Duff Hall
- Maintenance works at Mearns Library

PE asked about the Eastwood High School tenders for works regarding over estimated costings. AMcR said they re-tendered and they were still over budget. Funding was found to start the work. This doesn't affect our finances but will affect future maintenance budgets in the years to come.

7. Report by the Chair of the Finance, Audit and Risk Committee (FAR)

7a. 2022/23 Q1 financial and high level forecast

KS gave an overview of Q1 financials and the paper was taken as read.

7b. Reserve policy

In conjunction with the approval of the annual accounts, it was recommended by the FAR committee to increase the reserves policy to £800k in light of the current situation and a risk of income as we recover from the pandemic and the current cost of living crisis.

This will be reviewed annually.

The Board approved.

7c. Spending Pressures for 2023/24

The Board was asked to review and approve the spending pressures for onward submission to the Council to support an additional service fee for 2023/24.

CM asked who pays the energy costs. AMcR confirmed this was council as they Council owned buildings. The water charges are covered by the Trust.

RC asked if the Trust benefit from the Scottish Energy Procurement Contract. RH said we are not so worried about this year but next year the rates change.

An Extraordinary Board meeting will be arranged to discuss budget pressures further.

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

8. SiB and BVR Joint Action Plan

AMcR gave an overview of any updates to actions in the plan. A report will be provided to the Board every 6 months.

Approved by Board.

9. 5 Year Sports & Physical Activity Strategy presentation

IP gave a presentation followed by questions.

10. Press and PR - issued separately

11. AOCB

No other competent business was reported.

Next meeting agreed for 15 November 2022 - Now rescheduled to 6 December 2022

Action Points

Item	Action	By
6	Attendance figures for Bookbug	AMcR

Approved by Board

3	Minutes of previous meeting	The minutes of 31 May 22 were approved by Board
5	Financial Statements for signature and consider the management letter and responses	Approved by the Board
7b.	Reserves Policy	Approved by the Board
7c.	Spending Pressures	Discussed and Approved by Board
8	Updated Joint Action Plan	Approved by the Board