

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 6 December 2022 at 3.00pm

Present:	In person	Professor Grant Jarvie (Chair) (GJ) Andrew Allan (AA) Cllr Paul Edlin (PE) Cllr Andrew Anderson (AAn) Steven Larkin (SL) Rob Crusher (RC)
	On Teams	Councillor Colm Merrick (CM) Cllr Owen O'Donnell (OO) Noreen Siddiqui (NS)
Attending:	In person	Karen Storie, Director of Finance and Commercial Services (KS) Mark Ratter, Director of Education ERC (MR) Margaret McCrossan, Head of Accountancy ERC (MMcC)
	On Teams	Anthony McReavy, Chief Executive (AMcR) Robert Hammond, Head of Operations (RH) Jude Smith, Marketing Manager (JS)

Angela Burgess (minute taker)

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.

3. Minutes of previous meeting

Minutes from 30 August 2022 were **agreed and approved.**

Minutes from 29 September 2022 were **agreed and approved.**

4. Matters arising

Attendance figures for Bookbug in libraries. AMcR said figures at the moment are recorded by booking and not by how many attend. We are working on getting attendance figures and will report back to next meeting. **ACTION**

AA asked if we charge for Bookbug and AMcR said no as this is funded by Scottish Government.

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

AMcR presented the Q2 performance results.

Library attendances were boosted in Q2, although still behind pre Covid visits.

Community Sports –recovery standing at 90% over the year. This is slightly behind target but gaining traction.

Leisure Centre attendances are lower than usual impacted by the EHS closure and closure of the sauna/steam facilities, but buoyed by the higher participation levels.

The Financial recovery is healthy.

People – recruitment is still challenging and staff absences are high. As many absences are due to long term illnesses HR we have requested HR change this metric to reflect short term absences for future reporting which will ensure KPIs are not skewed.

Eastwood High Sports Centre still closed for refurbishment and this is inconvenient as it is a very busy centre.

The number of Gym and Fitness members is strong with recovery now standing at 90% pre Covid.

The Theatre has run very successful shows and NT screenings. The Panto has hit target, with sales continuing to grow.

The Summer Reading Challenge was very successful.

Net Promoter Score processes were re-activated and now being fully utilised.

The first Budget Consultation session was held with 12 attendees engaging with reasonable discussions. The second session was a bit more challenging with further discussions. There was overall recognition that difficult times lay ahead with no easy options.

AA asked for an update on the new Eastwood Park Leisure centre. AMcR said that officers were looking at options and these would be presented at the next Council meeting.

A discussion took place on the challenges of the provision of public sector services due to staffing levels and the current macro environment. GJ noted a good job had been achieved with regards to the Trust staff levels allowing the provision of full services for residents by the Trust.

NS said during extremely difficult times the SMT had delivered very well including Community events, sports leadership courses and did a great job bucking the trend of other Trusts.

OO echoed NS comments and said the performance of the Trust was encouraging providing confidence for future years. OO also thanked the Trust for supporting 'warm spaces' for residents to go to during difficult times.

AA was pleased the Panto was going very well and this was a good sign for the Trust.

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 22 November.

a) 2022/23 Q2 financials and high level forecast

An overview of the Q2 financials was provided by KS, including the forecast for 2022/23.

For the 7 months to 31 October 2022, there was an operating surplus of £28k.

b) 2021/22 Draft Budget

KS gave an overview of the 2023/24 draft budget and the key assumptions.

MMcC said the Scottish Government will provide an indication of their funding mid-December.

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 23 which will also include the final ERC service fee.

Discussions took place.

Agreed and approved.

c) External Audit Tender

We have engaged with 4 potential companies to tender for our Audit services. Should be completed by end of year.

d) Corporate Banking Agreement

Tender exercise completed with Virgin Money retained as the corporate banker. Board agreed Grant Jarvie to sign documents.

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 2 November 2022.

A demo of the OpsPal system was given. This system is used for all Health and Safety requirements in all venues and will be rolled out to all facilities in due course.

An overview of the key topics discussed at the meeting was provided.

AA asked if facilities have defibrillators on site. All fitness venues have had these since 2014 as well as some halls. Staff are all given training.

RH confirmed that the Living Wage accreditation submission had been approved and we would now look to promote this as part of the recruitment process.

Agreed and approved.

8. 2023-24 Business Plan

AMcR gave an overview of the Business Plan stating that our recovery was strong after Covid and the focus will continue to be building on this recovery.

Discussions took place.

OO said it was a clear strategy.

AAAn said the Warm and Welcome Spaces is great and will increase people using libraries.

Agreed and approved

9. Press & PR

Issued separately

10. AOCB

It was noted that this was AA's last Board meeting and thanks for his help and support during his tenure on the Board was noted by all members of the Board and the SMT.

Action Points

Agenda Item	Action	By
4	Bookbug stats carried over from previous meeting	AMcR

Approved by Board

Agenda Item		Approved
3	Minutes from 30 August 2022 Minutes from 29 September 2022	Approved by Board
6	Draft Budget	Approved by Board
7	HR, H&S & Appeals Committee Terms of Reference	Approved by Board
8	2023-24 Business Plan	Approved by Board

Next meeting Wednesday 15th March 2023