

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

at Glen Halls, Neilston and Microsoft Teams on Tuesday 30 May 2023 at 3:00pm

Present:	In person	Professor Grant Jarvie (Chair) (GJ) Dalvir Johal (DJ) Councillor Owen O'Donnell (OO) Councillor Andrew Anderson (AA) Councillor Paul Edlin (PE)
	Virtual	Rob Crusher (RC)
Attending:	In person	Anthony McReavy, Chief Executive (AMcR) Mark Ratter, Director of Education ERC (MR) Moira McFadden, Head of Communities and Arts (MMcF) Scott Simpson, Head of Libraries and Information Services (SS) Ian Pye, Head of Sports & Physical Activity (IP) Robert Hammond, Head of Operations (RH) Kat Lee, Commercial Accountant (KL) Margaret McCrossan, Head of Accountancy ERC (MMcC) Angela Burgess (minute taker)

1. Welcome & Introductions

The chair welcomed everyone to the meeting. GJ thanked AMCR for the site tour of Neilston Leisure Centre and Neilston Library.

No 11 on the agenda will be taken before No.9.

2. Appointments and Resignations

There were no new appointments or resignations.

3. Preliminaries (including apologies and quorum)

Apologies were received from Steven Larkin and Colm Merrick.

The Chair confirmed there are no Declarations of Interest and the meeting was quorate.

4. Minutes of previous meeting and Matters arising

Minutes from 15 March 2023 were **agreed and approved**.

5. Matters arising

Visit to Neilston facilities has now taken place.

6. 5 Year Strategy Plan – Libraries

SS gave a presentation followed by questions.

7. Chief Executive's Q4 Scorecard and Business Performance Update.

AMcR presented to the Board the Key Performance Indicators for Q4 2022/23, in the form of a Balanced Scorecard and Business Performance Report. Report was taken as read.

Key points highlighted included:

- Leisure Centre attendances were 107% of full year levels in 2019/20 despite the closure of wet side and gym facilities at Eastwood High Sports Centre
- Library visits increased finishing the year at 66% of the 2019/2020 baseline.
- 2022/23 closed with gym memberships at a record level of 3,173.
- Swimming lessons continue to grow despite the closure of Eastwood High School pool
- Community Sports is in a good position
- Q4 was particularly strong for the theatre, with 10 shows sold out

The number of FTE staff continued at 208 – 13% below plan. It is still a challenge to recruit in key areas.

PE asked if the recruitment will be a problem going forward. AMcR said yes he thinks it will be an issue as it's difficult to compete with other jobs with less responsibility for the same money.

OO said the results were great and it's a credit to the team.

8. Sport Pitch Transfer Update

AMcR gave an update on the sports pitch transfer to the Trust from ERC. Document was taken as read.

OO said there was huge progress in the project and well done. OO asked if income will be raised. AMcR said at the moment it's not expected to raise income although it's possible. It also remains to be seen what actual operating costs are, which is to be expected in a business transfer such as this, involving identifying and disaggregating various costs, including sunk costs. Main aim was to make it an easier journey for customers to make bookings, at no cost to neither Council nor Trust. Work is still ongoing.

Foundry car park is a significant issue affecting customers. We have asked the council if we could manage the car park but are yet to receive a positive response. We are conscious Pure Gym is opening in Giffnock and we need to protect our services/income as much as possible. PE asked if this could be done sooner. MC it is possibly a legal/roads department issue as it is Common Good Land.

MR said he will take this as an action and speak with Environment Depart and try and move forward.

ACTION

11. Report by Chair of HR, H&S and Appeals Committee

RC gave a verbal update on the meeting held on 2nd May 2023.

- A full year HR Matrix was evaluated and now includes details of short and long term absences.
- Accreditations around living wage and pregnancy loss pledge are confirmed, further work is progressing with ERC HR around disability confident and carer positive accreditations.

- Relocation to the Dickie Building for Trust staff.
- Training and development update
- Management Rules are now legally in force.
- Update on Trust policy review
- H&S report – 99 recorded accident and incidents in 22/23 of which 2 were RIDDOR reportable
- Changes to Fire and Rescue response to automated calls.
- H&S Objectives 23/24

Discussions followed with regards to issues around juvenile misbehaviour at Barrhead Foundry followed. Multi Agency discussions are ongoing to solve issues.

RC left meeting at 4.30pm

9. Solace in Business (SiB) and Best Value Review (BVR)

AMcR gave an overview of the Joint Action Plan. Most items are now closed or in progress, and it was agreed the reports could be closed as key items are reported on elsewhere.

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

a) Audit Planning Memo

Document taken as read. This is a standard document. DJ gave an overview of report. An audited set of accounts will be brought to next Board meeting. Auditors have asked for Letter of Comfort – this has been sent to Trust and need signed off by auditors.

b) 2022/23 Financials

The paper was taken as read. KL gave an overview of the key points.

For the full year to 31 March 2023, the unaudited operating surplus of £0.2m was ahead of budget by £1.7m.

Operating income is £777k ahead of budget due to sports and theatre income.

Arts & Theatre income was boosted with the panto income which was recognised in December, with show capacity at 95%, exceeding original estimates.

The results include MVC income. Discussions are underway to formalise the extension in 2023/24, currently budgeted to May 2023.

Operating costs are favourable to budget by £88k.

c) Reserves Policy

The Board is asked to approve the Reserve Policy set at £800k. It was agreed to revise the policy to include a minimum level of £250k.

Approved by Board

11. Taken before item 9

12. Transfer of Trust Head Office

AMcR gave an update of the transfer of the Trust Head Office to the Dickie Building in Giffnock due to education returning St John's office space back to an early year's provision. The move is expected to be completed by end of July.

13. AOCB

AMcR gave an update on the Neilston project. There are two proposals one being a rebuilt on existing Neilston Leisure Centre site and the other a new build on the original site of St Thomas Primary. Both similar costings. There is no agreed timetable as yet but possibly 2024.

Agenda Item	Action	By
7	Foundry Car Park – propose managed by Trust	MR

Approved by Board

Agenda Item		Approved
4	Minutes from 15 March 2023	Approved by Board
10a	Wylie & Bisset Audit Planning Memorandum	Approved by Board
10b	2022/23 Unaudited Financial and Commentary	Approved by Board
10c	Reserves Policy	Approved by Board
11	Report by Chair of the Finance, Audit and Risk Committee (FAR)	Approved by Board
12	Transfer of Trust Head Office	Approved by Board

Next meeting Tuesday 29th August 2023