



Minutes of Meeting of Board of Trustees Held on Wednesday 6th March 2019 18.00 hrs at Kilmardinny.

Present:

Glen Johnstone	(GJ)	Independent Director
Howard Wilkin	(HW)	Trade Union Director
Iqbal Singh Bedi	(IB)	Independent Director
Jim Gibbons	(JG)	Partner Director
Jim Neill	(JN)	Independent Director
Jimmy Watson	(JW)	Independent Director
Maeve Kilcoyne	(MK)	Company Secretary
Mark Grant	(MG)	General Manager
Sandy Marshall	(SM)	Independent Director (Chair)
Stewart MacDonald	(SMD)	Partner Director
Susan Murray	(SMu)	Partner Director

Apologies:

Gillian Renwick	(GR)	Partner Director (Vice Chair)
Sheila Mechan	(SMe)	Partner Director

In Attendance:

Fraser Makenham	(FM)	Manager/Leisuredrome
Thomas Glen	(TG)	Assistant Chief Executive, EDC

Item	Subject	Action
1.	<p>Welcome</p> <p>Fraser Makeham, Operations Manager Leisuredrome was introduced to the Trustees at the beginning of the meeting.</p>	
2	<p>Apologies</p> <p>As above.</p>	
3.	<p>Declaration of Director's interests</p> <p>None.</p>	
4.	<p>Overview of EDC Budget setting process for 2019/20 and implications for EDLC.</p> <p>SM welcomed TG to the meeting.</p> <p>TG talked through EDC's budget setting process which begins in September with a CCLS exercise, adjustments are made for funding, levels, increased costs and savings. The final phase is the 21st March when the Council is invited to set final budgets with every political party present.</p>	

	<p>SM asked what the current revenue budget of EDC is, TG said £245 - £250 million. TG explained that there had been reduction of around 9 -10% in real terms in recent years.</p> <p>MG said EDLCT goes through a similar CCLS process and for a number of years the costs have risen and management fee has reduced. TG explained from next year the Scottish Government will explore with COSLA the option of a 3 year budget settlement which could have a knock on effect for EDLC.</p> <p>TG explained that there is a 10 year capital programme updated every year which includes the new Allander. There is also a regular ½ million every five years to upgrade the gym equipment.</p> <p>JN queried the future viability of EDLCT. TG said that EDC will continue to work with EDLCT and that both organisations have enjoyed a good working relationship. JW added that the reserve levels are unsustainable as we are operating on a deficit basis. MG said via discussion with TG the Council are aware of this and are working with EDLC on alternative service delivery options and future investments projects including the Allander redevelopment. EDLCT will also continue to work through service reviews to achieve possible efficiencies.</p> <p>SM thanked TG.</p>	
<p>5.</p>	<p>Minutes of Meeting of 16th January and Matters Arising</p> <p>JN referred to library closures and are we any clearer, MG said he will update the Board following the budget process on the 21st March.</p> <p>SMD said the booking system was mentioned in June and should be removed from the action sheet. MG explained that the project and skills for the booking system would need to be from and led by EDC. JW queried this and SMD referred to June minute and action point agreed at that meeting.</p> <p>Minutes were proposed by JN and seconded by GJ.</p>	
<p>6.</p>	<p>Unacceptable Behaviour Policy.</p> <p>HW said he welcomed the Policy. He said staff should know how to report incidents of unacceptable behaviour. MG said this will be an action point for Operations Managers and at staff meetings it will be a standing agenda item.</p> <p>GJ agreed with HW and suggested that it could be reported on the Operational Performance report if this is feasible.</p> <p>IB said staff might need training. MG said that the training in relation to the policy will be rolled out and if necessary we will engage with HR.</p> <p>HW added we don't want a job's worth approach but a common sense approach. This was agreed and JW added that a well-designed notice in respect of language and behaviour in the facilities might be appropriate.</p>	<p>MG</p>
<p>7.</p>	<p>Risk Register Update</p> <p>MG explained due to difficulties in availability of the Finance and Audit Committee the Audit and Risk Advisor from EDC met with Senior Management to review and update the Risk Register. The policy will be put</p>	

	to the April board for approval after it has been considered at a Finance and Audit Sub meeting.	
8.	<p>Fitness Classes</p> <p>SM explained there was a query from a previous board meeting in relation to controls around fitness classes.</p> <p>IB challenged why is ticket collecting difficult and MG explained they classes are taken by self-employed coaches and it would be an issue to check tickets at all classes. MG added that around 80% of attendees are DD members and don't require to pay. IB said we should be striving for 100 percent efficiency. JW said the challenge is with overbooking.</p> <p>MG explained kiosks will be more efficient from April and that newer leisure centres have barrier systems, this could be added to new Allander centre. HW said it isn't that long ago barriers were removed from the Leisuredrome. He added that perhaps we should put a key pad code at bottom of tickets. SM summarised that in the meantime we should be monitoring attendees at fitness classes. IB suggested that we use a spin class at one of the leisure centres as an example to monitor. MG said he will pilot this at the Leisuredrome over a 2 week period.</p>	MG
9.	<p>Operational Performance Report</p> <p>GJ asked about active schools funding and MG clarified the split between EDLCT and Sportscotland was approximately 75% EDLCT and 25% Sportscotland.</p> <p>HW asked about the new bike stand install at The Leisurdrome and MG confirmed that this was funded by EDC. MG explained that the junior and the adult swims are recorded on TLMS and will be recharged EDC.</p> <p>GJ noted that the museum visits had increased and MG explained that this was due to the new heritage centre at the Town Hall.</p> <p>SMcD asked if the new heritage centre would have a favourable effect on cost per visit. MG advised that any increase in usage across the services would impact on the cost per visit. HW said he had read the council paper on LGBF. MG said he would circulate to board members. HW noted that that for leisure our costs were around the same as the national average cost, however, for libraries and museums were above the national average. SMu said she always interested in other indicators such as cost per book borrowed. MG explained that the Libraries Operational Manager already use this as a local indicator.</p> <p>SM drew the Board's attention to page 10 item 7, the Health and Safety update and said that staff should be thanked for their handling of the incident.</p>	
10.	<p>Brewin Dolphin – Director Information Robert Lillie Trust</p> <p>MK explained that following on from the board meeting in September the transfer of assets in relation to the Lillie Bequest was moving forward and will soon be under the control of EDLCT.</p> <p>To finalise this transfer a number of forms require to be completed.</p>	
11.	AOCB	

12.	Date of Next Meeting	
	24th April , Kiirkintilloch Leisure Centre	

Signed: 

Date: 24 April 2019