

**Minutes of Meeting of Board of Trustees Held on Wednesday 24th June 2020
14.30 hrs via Cisco Webex**

Present:

Gillian Renwick	(GR)	Partner Director
Howard Wilkin	(HW)	Trade Union Director
Iqbal Singh Bedi	(IB)	Independent Director
Jim Gibbons	(JG)	Partner Director
Jim Neill	(JN)	Independent Director (Vice Chair)
Jimmy Watson	(JW)	Independent Director
Maeve Kilcoyne	(MK)	Company Secretary
Mark Grant	(MG)	General Manager
Sandy Marshall	(SM)	Independent Director
Sheila Mechan	(SMe)	Partner Director
Stewart MacDonald	(SMD)	Partner Director
Vaughan Moody	(VM)	Partner Director (Chair)

Item	Subject	Action
1.	Welcome	
2.	Apologies As above	
3.	Declaration of Director's interests None.	
4.	Minutes of Meeting of 26th February and Matters Arising GR asked about item 10 and the circulation of the independent director vacancy advert. MG explained that the advert was drafted but not circulated due to the uncertainty of closure. We will revisit this agenda item post lockdown. SMD asked about item 9 and whether the café at WPL will reopen. MG said this is not anticipated as closure was agreed at a previous Board meeting due to the service not being financially viable and that other options will be looked at for that space. It is costing £15-16k to keep the café open. Minutes were proposed by VM and seconded by SMe.	
5.	Finance including Audit update MK briefed the Board on the audit planning meeting that had taken place at the beginning of lockdown and that the audit would progress remotely. MK advised that page 12 of the audit planning letter should be reviewed as it details COVID-19 impact on the 2019/20 audit. MK further explained that the	

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	<p>accounts deadline may be extended by Companies House and OSCR until the going concern status is clearer.</p> <p>MG added that the going concern status is being discussed around all of Scotland. Current modelling of year end projection is assuming a £2.2 million deficit. This is based on assuming 30% of budgeted income levels and 5% incremental increases from March.</p> <p>SMD asked about going concern and EDC. MG said the normal process is when external audit have completed the audit the F&A would meet with audit. Going concern is detailed in accounts and an annual requirement is to provide cash flow for 12 months from the date of signing the accounts. MG added that we did receive a Letter of Comfort from EDC, however it is understood that now auditors require more than this.</p> <p>We will be communicating with EDC and have had an early engagement with our main funders. EDC also don't have certainty on their financial position. SMe said she was impressed with the online fitness that we have been providing. We should aim to impress customers with our solutions. We should look like a Board that has taken opportunities.</p> <p>GR asked for clarification on the 30% model and MG explained that assumptions built into the forecast spreadsheet. MG also explained that we have another model based on the same starting point and assuming 10% increments which would reduce our projected outturn to a £1.7 million deficit.</p> <p>We have frozen the membership DD and had 200 cancellations. DD memberships may change, the key factors are when we get back to operation. SMD asked about the pension liability and MK explained that it had improved from a £6.1 million deficit to £4.3 million deficit.</p>	
6.	<p>Coronavirus Job Retention Scheme</p> <p>HW asked for clarity on the furlough and non-furlough figures. MG said approximately 75% of staff including casuals were on furlough leave. We anticipate that we would bring staff back early to help prepare and retrain ahead of any opening. This is permitted under the furlough scheme.</p> <p>SMD asked for clarification on whether staff get their pensionable contribution if on furlough. MG confirmed that the staff receive the full benefit from the employer, however under the CJRS rules currently only 3% can be claimed back.</p> <p>IB asked about the number of furloughed employees which was detailed at 304 but last year's accounts had a significantly less staff number. MG explained that the accounts don't detail the number of supply or casual staff.</p> <p>Discussion took place on why EDLC are topping up employee's salaries to 100%. MG advised that along with EDLC many other Trusts are doing this and that it was unlikely that we would have had Trade Union or individual employee agreement to furlough. If furloughing continues to October where we can only claim back 60% then this may be reviewed.</p> <p>JN wanted to put on record a thanks for all of the work that MK and MG had done. VM agreed.</p>	

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	<p>JW said the decision to top up to 100% should have been put to the Board. There is a reason the furlough amount is capped at 80% and that is partly to do with the reduced cost of living including saving on petrol while not commuting to work.</p> <p>MG reiterated that the timeline for application and the requirement of collective and individual agreement could not have been achieved within the timescales and other options including redundancy would have to have been considered.</p> <p>Whilst 20% has been a cost to EDLC pay roll we will receive around £1million of CJRS funding which would not have been achieved without Trade Union and employee agreement.</p> <p>HW added that on the agreement there was a directive from COSLA that would not allow financial detriment to staff. If the scheme hadn't been topped up there wouldn't have been agreement from the Trade Unions.</p> <p>JW added that there is also an added cost of staff on furlough as they have not been taking annual leave. MG advised guidance on annual leave is being sought.</p> <p>HW said that from a business point of view that he agrees. He also noted that there is a lot of staff who are still working on hubs and other services and this should be recognised as well.</p> <p>SMe said that from an employee law point of view the reality is that we have unprecedented times and that we don't have a provision to make changes in contracts. If contracts don't reflect furlough we may have legal issues later. SMD wanted to clarify that we aren't topping up employee's pay we are paying what they are due.</p>	
7.	<p>Summer 2020 Key Worker Hubs</p> <p>MG said a lot of staff had been working on the key worker hub to relieve Education. We have 65 employees working through this period. MG said like HW he agrees that recognition should go to these employees working at the hubs.</p>	
8.	<p>Allander Project</p> <p>MG advised that the project had received the necessary planning approval and updated the Board the ongoing work of the project team in delivering the new facility. A regular update will provided at future Board meetings and a slideshow of images will be sent to Board members.</p>	
9.	<p>COVID-19 Recovery Plan EDLCT</p> <p>MG gave a presentation the recovery plan for EDLCT.</p> <p>IB said in the gyms particularly we will be asking users to use extreme personal hygiene.</p>	

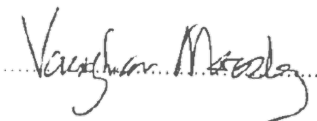
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	<p>IB said this is also an opportunity to market EDLCT. We should definitely have more online classes and consider providing online spin classes. IB added that we should not be looking at more permanent signage for 2 metres as this may be reduced to 1 metre. Also, how will we operate with fuller capacity?</p> <p>MG said he will ensure that the 2 metre signage is temporary as it could change. The gym layout will adhere to all Scottish Government guidance. We will potentially be moving classes into a bigger hall. This is different for spin in which case we may remove every 2nd bike. We will look at guidance and health and safety advice published by the Scottish Government at that time.</p> <p>We have always anticipated opening for late July and early August so our communications plan will tie in with applicable dates and guidance.</p> <p>SMe said our online activities are very good and that they could be expanded to include additional activities including language and baking.</p> <p>MG said that some of this is already in place for online cultural and online fitness and we do intend to continue. We are hopeful because we have frozen DD memberships and given online material that customers will be loyal and that there will be more online and virtual activity going forward.</p> <p>JG thanked MG for the presentation and said that it should be 2 metres. MG agreed and outlined that we are also looking at equipment orientation and air flow as per guidance available.</p> <p>SMD said it's a good plan and regaining people's trust and building confidence communicating our approach will bring goodwill.</p> <p>GR agreed and said that virtual classes are very popular. Other museums have done virtual tours. We could have a virtual membership and look for donations.</p> <p>GR added that EDC has made significant utility savings. MG added that we will also have made savings and made an assumption on the saving in our budget to date. MG added that the museum virtual visits have doubled since last year.</p> <p>MG added that before we closed we ran down the pool temperature and put pool covers over pools, pools are not normally drained. There is ongoing work at the Allander pool with regards to the pool floor tiles.</p> <p>SMD added that the link to EDLCT from EDC website isn't clear. He added on virtual museums that a lot of work has been done on digitalisation. MG said he will explore this with the Cultural Services Manager. We will also look at virtual tours.</p> <p>JW said this was an excellent plan and a lot of thought has gone into it. It would be good to look at forecast for the next 6 months and how finances are going to be managed. MG agreed and advised we have provided a forecast for income and expenditure for 12 months but added we have so many unknowns, we have to look at income increasing and also some budget lines we are making savings on. However, the majority of our costs are payroll.</p>	<p>MG</p>

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	<p>We will be recharging EDC for EDLCT staff who are working on the hubs and any costs we have incurred with that.</p>	
<p>10.</p>	<p>EDLCT Response to Black Lives Matter</p> <p>VM asked IB who had tabled the item to update the Board on the response required.</p> <p>IB gave background as to why this is a matter that needs recognition and action.</p> <p>IB said that this is beyond providing a statement that black lives matter. Statements don't achieve anything. We have a diversity policy but this doesn't help, we need to go beyond this as these concepts are very dated. As a Leisure and Culture trust we touch all parts of the community and should do more</p> <p>We should have proactive diverse groups. We should be increasing staff diversity. On the library and cultural part of our organisation we need to review how we reach out to the community to celebrate other cultures.</p> <p>IB also suggested we should be reviewing our suppliers and ensure we only use suppliers who have good diversity policies. We should educate staff.</p> <p>We all have an unconscious bias that we may not be aware of. We need a plan and it has to be a consistent process.</p> <p>VM commented that EDLCT operations are in tandem with EDC policies.</p> <p>SMD agreed we are not getting it right. There is a problem. Why are there not more people from ethnic background taking up coaching roles? We have supported the Asian football league. It was identified there had been a lack of players and this was a national thing and it covered all of UK. Question is why we have to have a separate leagues. It is because people don't feel comfortable with joining in on what we would say is mainstream.</p> <p>HW said good points, absolutely there is a need for education around this and he is aware of what we don't do - there are wider things black history months, holocaust involvement. Our libraries, art galleries etc. could do more. One of the best ways to include this and get education is that we could have features or artwork in the Lillie art gallery. We need to do more. Is it worth setting up a working group?</p> <p>Gillian asked MG about the Milan day care centre which is based in St Ninians Hall. Have they been encouraged to go into Kirkintilloch Town Hall or to use Kirkintilloch Leisure Centre? MG said he will check out the range of groups using the facility.</p> <p>JN said he had read IB's original email and article from Harvard with care and referred to the 3rd paragraph of IB's email. JN said many of us have been in</p>	<p>MG</p>

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	<p>professional roles and are aware of these issues in a local national and global context.</p> <p>Our report card like other organisations will say need to improve. That isn't making light of the issue, all lives matter to me and he has shown it all his life from his background including community safety and police.</p> <p>JN liked the 4 points that the trust can look at. We have to remember our relationship with EDC. Actions speak louder than words often words don't make a difference. It was interesting to read article about his realisations and his thinking. Interesting read but it is something we have been doing with racial equality. Yes there is some areas we need to review and actions. For supporting, we need to look at this issue as a Trust and in partnership with EDC.</p> <p>SMe commented that there is no escaping the history and agreed with IB that everyone should be educated on history. In terms of what EDLCT Boards does she feels that it would be good if we asked ladies from BAME groups who use the Allander facilities to feature on a poster for marketing.</p> <p>JW echoed JN eloquence and said he has various friends from many backgrounds. He said discrimination happens in all forms and also says Scotland has for example discriminated against the Irish. When will we stop talking about racism and appreciate we are all equal? He can see the frustration and consequences on people around him who have suffered.</p> <p>SM said in terms of a process and one of unconscious bias that perhaps we need guidance. We could look at a review and education is a key factor. Some additional guidance may be helpful</p> <p>SMe said at an indoors bowling meeting someone had used inappropriate language. She didn't get a chance to confront after the meeting. We have to be courageous and correct people at the time. SMD agreed that it was inappropriate and we should actively consider what else we can do to combat racism.</p> <p>VM agreed with the earlier suggestion that we should set up a working group.</p> <p>GR asked about an EDC map which has various buildings that have been used in the slave trade. Is there anything within East Dunbartonshire's archive that would provide this information? Is Kessington Hall connected to slave trade? Is there anything EDLCT has control of that we can do? Stirling family and MacInness families that were involved in the slave trade.</p> <p>HW said Kilmardinny House was extensively built with people who had connections with the slave industry.</p> <p>JW referred to the Antonine Wall and in the 1900s the slave trade was still operating. People can't be held accountable for sins of their father. We are recognising where it is happening and what we are going to do about what we are experiencing and witnessing. IB was asking about a statement is it black lives or all discriminatory forms? How do we feed that back in so there is accountability.</p>	

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	<p>MG said the focus is looking at the practical ways. How do we engage? Basic educational stuff and how it is provided. You learn from the past not from forgetting the past.</p> <p>VM said as time goes by it will only be actions that show a true commitment. A working group would be good. We should speak to HR in EDC to assist.</p> <p>IB made some concluding comments on chat function on the Cisco Webex as follows:-</p> <ul style="list-style-type: none"> i) establish a working group ii) seek support from an external advisor on diversity iii) a statement that signals our intent to make meaningful change. <p>SMe said on the chat that she would like to be part of that group.</p> <p>MG suggested this could include representatives from the workforce Trade Unions and Board. SMD suggested a couple of customers should be on it as well. VM said the group should be set up.</p> <p>JG said we have had an open debate. We do need to bring it back to the Board when officers have had a chance to consider groups.</p> <p>VM thanked IB and everyone and summarised that a working group would be set up.</p>	
10.	<p>AOCB</p> <p>SMe wanted to commemorate Jim Main, Team Leader at the Allander gym who had died of COVID-19. She said he was a very nice man and very good with people. SMe said there should be a letter from the Board to his family. MG said he would do this.</p>	MG
11.	<p>Date of Next Meeting</p> <p>22nd July 2020 and 19th August 2020.</p>	

Signed:



Date 29 July 2020