

**Minutes of Meeting of Board of Trustees Held on Wednesday 28th October 2020
18.30 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
Sheila Mechan	(SMe)	Partner Director
Vaughan Moody	(VM)	Partner Director (Chair)

Apologies:

Sandy Marshall	(SM)	Independent Director
Stewart MacDonald	(SMD)	Partner Director

In Attendance:

Julie Forrest	(JF)	Health and Fitness Advisor
David Kelly	(DK)	Operations Manager - Allander

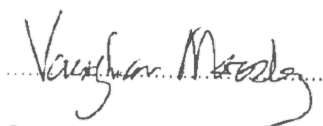
Item	Subject	Action
1.	Welcome	
2.	Apologies As above.	
3.	Declaration of Director's interests None.	
4.	Personal Training Presentation DK gave a presentation on the personal trainer provision by Leisure Trusts in Scotland. 10 Leisure Trusts replied to a benchmarking exercise. JF explained that the results of the benchmarking showed that Trusts had different models but with similarities. The Trusts that had replied hadn't been forthcoming about income. The presentation reviewed internal and external provision of personal trainers, challenges and income modelling. In conclusion with 58% of membership lost since the pandemic started the focus at this time should be on retaining current members. IB asked for clarity as to the retention model and JF said that means working with members day to day, following gym progress, making use of coach app, mywellness app on phone, finally the contact from the trainer can be done	

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	<p>either remotely or in person. Programmes are reviewed to make sure members get results. The TLMS gym folder keeps track of fitness assistants and how many contacts they have. Mywellnessapp is a strong retention tool.</p> <p>SMe asked if the £26.5k profit was for each centre and DK said this was in total across centres.</p> <p>SMe stated that in the new year it may be good to do a pilot in each centre to check feedback and establish if there is an appetite between users and staff.</p> <p>IB thanked DK and JF for the analysis and said that staff might be able to do a bit more although using external staff may be an option. IB added that you can't use the same assumptions and you shouldn't work back as that doesn't constitute a business plan. Model should use number of sessions and cost. IB added that people may not ask for personal training but may be interested if you ask them. IB agrees that the timing of this should be in the new financial year.</p> <p>HW thanked DK and JF and said we have to be innovative, if we push the market there will be people who want to come but in-house we have to ensure training sessions are distributed equally and also to bear in mind contractual obligations.</p> <p>VM said the focus should be on bringing back people we have lost as DD membership is main income source.</p> <p>MG thanked DK and JF and agreed the option could be looked at in the next financial year when we are better placed. MG said all points will be reviewed with officers and he will feed back to the Board.</p> <p>SMe said prior to pandemic we needed more income generation and more so now. Now that the research has been done we should give a pilot scheme a go. The board should have an appetite for risk and innovation.</p> <p>VM concluded that we will come back to this at a later date.</p>	
5.	<p>Minutes of Meeting of 9th September and Matters Arising</p> <p>Minutes were proposed by VM and seconded by JN.</p>	
6.	<p>Finance including Audit update Job retention scheme and Job Support Scheme</p> <p>MK advised that the F&A Subcommittee had met on Monday 19th October 2020 to review the accounts. The auditors have agreed to approve the accounts subject to an updated comfort letter from EDC.</p>	

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	<p>The projection to March 2021 is repositioned monthly. This has been challenging due to changing variables such as membership numbers and availability of external grants.</p> <p>HMRC CJRS claim for September was £105,037.13. In October the 80% claim has to be reduced to 60% meaning a top up of 40% is required.</p> <p>The Job Support Scheme which will replace the Job Retention Scheme has now reduced the minimum hours worked from 33 to 20%. Employer contribution has reduced from 33.3 to 5%. The Government is paying 61.67% of non-worked hours. EDLCT will require to top up by 38.33% for hours not worked.</p> <p>MG said we need to discuss with EDC and TUs. We require written agreement. He added fully funded organisations can't apply to the Scheme only part or non funded. Claims will start in December and be submitted on a monthly basis thereafter. Under a 5 tier scheme there may be benefits and a report will go back to the Board on benefits and costs when further guidance is issued.</p> <p>HW asked if the figures include the £1,000 payment from HMRC for each employee still employed throughout the furlough scheme and MK said no. JN asked if there is a date we need to apply by and MG said we can make a claim from 8 December. MG said there will be appropriate discussions and advice with HR. He also hoped via CLUK (Community Leisure UK) that there would be further clarification.</p>	
7.	<p>Facilities Reopening Update</p> <p>MG said we are working with EDC and EDLCT managers and staff on reopening plans. All dates are indicative. He added there are various risks to Trusts if we continue to delay services.</p>	
8.	<p>EDLCT – Board Equality Awareness Training</p> <p>MG has had discussions with Lisa McGregor at EDC. 1st stage is to establish a subgroup. Lisa advised that a proper managed interactive forum would be best provided either internally or externally. Lisa will report back on options on 9th December and then we will look to see earliest date in 2021. IB thanked MG for the update and keeping this on the agenda.</p> <p>IB said it is all about values –</p> <ol style="list-style-type: none"> 1. regarding sports – how do you market this and how do we go about the engagement process 2. regarding the trainer we use - it is about the scope and skill of the trainer <p>Finally, in terms of a statement it would be good to work with EDC. VM said we have to show by actions and highlighted equalities statement in Annual Report on page 9.</p>	

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8.	<p>AOCB</p> <p>MK advised the Board that the partner of the late team leader at the Allander had sent an acknowledgement to MG.</p>	
9.	<p>Date of Next Meeting</p> <p>Wednesday 9th December at 6pm.</p>	

Signed:



Date

24 February 2021