

**Minutes of Meeting of Board of Trustees Held on Wednesday 16<sup>th</sup> January 2019  
18.00 hrs at Kirkintilloch Leisure Centre.**

**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)
Sheila Mehan	(SMe)	Partner Director
Stewart MacDonald	(SMD)	Partner Director
Susan Murray	(SMu)	Partner Director

**Apologies:**

Gillian Renwick	(GR)	Partner Director (Vice Chair)
Thomas Robertson	(TR)	Trade Union Director

**In Attendance:**

Fiona Thom	(FT)	Active Schools Manager
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<b>Item</b>	<b>Subject</b>	<b>Action</b>
1.	Welcome	
2.	Apologies As above	
3.	Declaration of Director's interests None	
4.	<p><b>Minutes of Meeting of 31<sup>st</sup> October and Matters Arising</b></p> <p>SMu raised the issue of confidentiality of Board meetings and Directors responsibilities. SM advised that board member guidelines and conduct would be covered under agenda item 6.</p> <p>SMD asked about the board papers containing an action sheet. MG explained that this had been discontinued and any points were normally dealt with under matters arising. After discussion SM said this can be reinstated to board papers if required. MG agreed to reinstate this from March Board 2019.</p>	<b>MG</b>

<b>Item</b>	<b>Subject</b>	<b>Action</b>
	<p>JN asked if a technical note with budget updates has been drafted for EDC and if there had been any feedback from EDC on the proposal to close the three small libraries. MG advised that we have shared key financials with EDC and that the Council will support us through the Change Team to achieve identified savings. If there is an update on the smaller libraries this will be circulated in advance of the next Board Meeting.</p> <p>JW explained that there is a need for a five year business plan even if it is a provisional plan. MG explained that we have previously asked for three year settlement but due to the nature of EDC's annual settlement from Scottish Government this has not been achievable. Any plan depends on knowing settlements. MG explained that we can make representation to the Council for longer term settlements. JW said we can look historically and use trends to forecast. JN said projections will be difficult and perhaps the board should document what internal and external pressures EDLC is facing.</p> <p>JG said that on page four paragraph three the reference to him implies all libraries, he asked if the punctuation could be separated to make it clearer. IS asked what the feedback was regarding the closure of the small libraries. MG said that there had been a lot of feedback from various groups and including Members of the Scottish Parliament. Going forward there will be further discussion with EDC regarding the change control process and that this will be dealt with at a future council meeting.</p> <p>Minutes were proposed by JG and seconded by SMe.</p>	
5.	<p><b>Active Schools (AS) Update</b></p> <p>Fiona Thom, Active Schools Manager gave an update on AS outturns for 2017/18 and objectives for 2018/19.</p> <p>IB asked about activities for ethnic minorities. FT said there are activities across Scotland and also that the ASN in EDC look to encourage this. IB queried the participant trend and what direction. FT said it is increasing. MG said we compare favourably with other local authorities and that we have been given an extended four year funding deal from sportscotland which reflects the success of the programme.</p> <p>SMD asked how we can target Kirkintilloch High School to improve statistics. FT said that there hadn't been a dedicated AS person for reasons including lack of staff availability within the school. FT said that this is improving and that she had spoken to EDC officers and attended Head of PE meetings.</p> <p>JN asked why some groups of volunteers are low, FT said that it varies because some schools are not as open to having volunteers and prefer professionals. JN said we should know what hurdles there are too including volunteers and look at how we can reduce them.</p> <p>SMD asked how primary schools are included and FT said that they come under the Secondary cluster.</p> <p>SM asked out with participation what other outcomes there are for physical activity. FT said an example would be participating out with the school gates e.g. Springburn Harriers is very good but hard to track. You can set up an</p>	

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	interaction with organisations such as Springburn Harriers and know they are making a difference, however it is difficult to track.	
6.	<p><b>Standing Orders, Operating Guidelines and Code of Conduct</b></p> <p>MG this requires to be read by directors in conjunction with the Articles of Association. After director's comments fed back and any updates, this will be passed to the Council legal team or external advisors before being finalised.</p> <p>SMe welcomed this draft document. SM said this document should serve for a better footing of good governance arrangements for EDLCT board. JW asked if the document is an expectation of code of conduct is there any consequence for deviations and MG confirmed that there are sections on conduct, the power of the Chair and sanctions.</p> <p>HW said that on page eight, number two reference this is not the responsibility of the General Manager, his understanding is that another body would approve. MG agreed and said this would be amended to reflect the recognised job evaluation process.</p>	MG
7.	<p><b>EDLC Financial Position 2018/19 - Update</b></p> <p>MG explained that all board members had been circulated a reserves update, a detailed projection and budget estimate by service area.</p> <p>The estimated budget update assumptions for 19/20 are a 3% pay increase and no increase in the current management fee. Budgeted income levels versus budgeted expenditure levels would mean a deficit of circa £750k.</p> <p>In the current financial year 18/19 EDLCT has an opening unrestricted reserve of £1.371m, after adjusting for an estimated year end deficit of £174k, this would leave an estimated closing unrestricted reserve of £1.2m. The estimated budgetary deficit for 19/20 would deplete unrestricted reserve funds below the current minimum agreed levels of £500k.</p> <p>Discussion took place regarding increasing income levels. SMe said with regards to fitness classes we need to be sure that payment is made by all participants and that booking and arrival are completed via reception or a working printable kiosk. SMe also raised the issue of catering providers and suggested other options could be considered.</p> <p>IB raised concerns about the gym staff at the Allander. MG advised that he would raise this again with the Centre Management. SMe added that any income generation for e.g. personal training should be explored. JG added there could be a conflict of interest if personal training was chargeable within our gyms. SM said strategically we need to allocate a bit more time to looking at maximising income opportunities as well as efficiencies and combine with future planning. SMD supported SMe's suggestions and said that alongside KPIs it would be useful to see income streams by activity.</p>	MG

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	<p>JW pointed out that other Trusts are also considering reducing services such as swimming pools closing.</p> <p>SMe said small savings can lead to bigger savings. SMu reminded that the board that leisure and culture services returning to the council would increase their costs significantly. We should look into funding we may also be entitled to that is paid directly or indirectly from the Scottish Government. MG said we can engage/he will take as action point with CHP.</p> <p>JN said he would like to hear from sole partner on what future they see for EDLC and comment on the challenges we are facing. He suggested that a representative from EDC attend a board or separate meeting. MG said this has happened previously with the Assistant Chief Executive attending.</p> <p>SM agreed that this is important and asked MG to invite a representative to the March Board. SMD said in the past the leader of the council has come along. SM said anything that will increase the dialogue would be useful. MG said that our financial position will be shared with the liaison officer of EDC. MG added that the Chair, Vice Chair and himself had previously met with the Leader of the Council on a quarterly basis and that reinstating this meeting should be reconsidered by both parties.</p> <p>GJ finished with saying that it wouldn't be appropriate to reduce the reserves to less than current contingency amount of £500k.</p>	<p><b>MG</b></p> <p><b>MG</b></p>
8.	<p><b>British Sign Language Plan</b></p> <p>For noting.</p>	
9.	<p><b>Recruitment and Selection – Operations Manager</b></p> <p>MG said that the interviews had took place for an Operations Manager at The Leisuredrome on the 13<sup>th</sup> December and that Fraser Makeham had been appointed. Fraser has a background in both the private and the public sector. He starts on 21<sup>st</sup> January. MG will introduce him at the start of the next board meeting.</p>	
10.	<p><b>AOCB</b></p> <p>JG wanted to conclude that the general thread of the meeting is that there will come a point that EDLCT can't afford to carry on. SMD commented that EDLCT services would revert back to the Council in those circumstances.</p>	

11.	<b>Date of Next Meeting</b> 20 <sup>th</sup> February, Kilmardinny – to be changed to 6 <sup>th</sup> March at Kilmardinny.	

Signed:

*A. Marshall.*

Date

*06/03/19.*