

**Minutes of Meeting of Board of Trustees Held on Wednesday 31st March 2021
18.00 hrs via Cisco Webex**

Present:

Howard Wilkin	(HW)	Trade Union Director
Iqbal Singh Bedi	(IB)	Independent Director
Jim Gibbons	(JG)	Partner Director
Jim Neill	(JN)	Independent Director (Vice Chair)
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)

Apologies:

Gillian Renwick	(GR)	Partner Director
Jimmy Watson	(JW)	Independent Director

Item	Subject	Action
1.	Welcome	
2.	Apologies As above.	
3.	Declaration of Director's interests None.	
4.	Minutes of Meeting of 24th February and Matters Arising Minutes were proposed by VM and seconded by JN.	
5.	Mass Vaccination Centres – EDLCT Facilities – Briefing Note General Manager MG gave an update on the EDLCT Facilities that are being used as vaccination centres. Allander has been open for 51 days and Kirkintilloch for 41 days. The 2 centres have been opened for different dates and hours due to the supply of vaccine being available. Centres can be open 8am to 4pm or for a full 12 hours. Each centre has 12 vaccination stations and can handle 1,000 appointments. Feedback has been good for both sites. We currently don't have a date for the end of the clinics and are continuing to liaise with	

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	<p>EDC and Health. The intention is to operate the centres in tandem from 26th April on reopening. There will be an appointment basis for gym and swim. It will be more difficult when contact sport and fitness classes comes back. We are working with EDC health and safety on risk assessments. At each centre people to be vaccinated go in one door and exit another door with one way system in place. SMe acknowledged that it was working as a smooth process and wanted to thank and acknowledge the leisure staff working at both sites.</p>	
<p>6.</p>	<p>Finance including Audit update Job retention scheme</p> <p>MG advised that year end work was underway with managers finalising figures and information requirements. Budgets were being finalised for the new year with a reduction in income budgets and realistic savings identified from expenditure budgets.</p> <p>The current year end position has improved due to EDLCT being able to recharge EDC for covid-19 related expenditure. This year end position may improve further if more financial help is offered regarding recharges to EDC from EDLCT.</p> <p>MG advised that HMRC Coronavirus Job Retention Scheme has been extended until the end of September 2021. The 80% HMRC contribution will continue till the end of June and will reduce thereafter.</p> <p>HW queried why the contribution had decreased from December to January. MK explained that managers and other staff had been unfurloughed flexibly to plan and prepare for the centres reopening as vaccination sites.</p>	
<p>7.</p>	<p>Facility Reopening Update – EDLCT</p> <p>MG updated the board on the various dates it was anticipated that services would be recommence.</p> <p>HW asked for clarity on sports development refunds and MG said we will make an offer to customers who lost out on classes to get a class at a future date or to get a refund.</p> <p>IB asked about a new model of keeping fit being offered to members who have had their DDs cancelled. We should consider evolving with customers who have been keeping fit outside of the gym. MG clarified that we haven't charged customers when closed and are hoping that this will help us retain more members when services resume. The Health and Fitness Advisor and her team are looking at what we offered pre pandemic, during the pandemic for example online classes and outdoor bootcamps. MG further advised that once we are back at non virtual board meetings we will get the H&F Advisor and the Allander Operations Manager update the Board on the membership and the fitness offer.</p> <p>SM advised that the new model in the libraries, via work with SLIC (Scottish Libraries Information Council), click and collect has been very popular. MG agreed that there will be a demand for this going forward. Our digital visits have increased significantly.</p>	

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8.	<p>Museums and Galleries Scotland Funding</p> <p>MG advised that we have secured £58k grant funding to enable virtual tours of museums. This project will last about a year. This will help address putting museum, archive and local studies online digitally and get staff trained appropriately. SMe asked if this is a bid/competitive award or whether these monies were allocated to each Trust. MG said he will confirm this with the Cultural Team Leader. SMe said if this was a competitive bid then please pass on congratulations. IB agreed that the team should be congratulated. IB noticed that flicker was referenced as a new platform, however, it is now an older platform. IB suggested the team should reach out to industry to see what else is out there e.g. wearing 3D glasses, virtual reality experience. IB offered to discuss options with the team and MG agreed that we could facilitate the meeting.</p>	MG
9.	<p>EDLCT 10 Year Anniversary</p> <p>MG advised the Board that 1 April 2021 marks 10 years of trading as EDLCT. VM added that 10 years ago we would never have imagined working in a pandemic.</p> <p>MG asked the Board for suggestions on how we can mark this anniversary. He added that he had had a brief chat with Corporate Communications who suggested that we should perhaps look at a video presentation to outline our accomplishments and also our future plans e.g. the new Allander.</p> <p>HW suggested a display at the Lillie Art Gallery or Auld Kirk Museum to charter this of how we were then and how we are now.</p> <p>SMD said he is mindful of customers, clubs and also the fact that there won't be a gala or a canal festival this year. It is possible that there could be some kind of event later this year and clubs could be part of this.</p>	
10.	<p>EDLCT Board Meeting Schedule</p> <p>VM asked the Board for comments or agreement on the schedule of meetings through to February 2022. The Board agreed with the planned dates and times. MG suggested the first 2 or 3 meetings going forward could be held virtually via Cisco, however it is anticipated thereafter that a hybrid model sometimes meeting via Cisco and sometimes in person could occur. JN agreed that meeting in person sometimes going forward was important for presentations etc. VM confirmed that in principle we will support this.</p>	
11.	<p>AOCB</p> <p>HW asked if there was any update on diversity training for the Board. MG said he had been in touch internally with the Equalities Officer and they had advised that picking up the training in August or September would be more likely for getting staff together. MG said he will give an update at the next Board meeting.</p>	MG
12.	<p>Date of Next Meeting</p> <p>Wednesday 19TH May at 6pm.</p>	



Signed:

Vaughan Meeley

Date 19 May 2021