

Minutes of Meeting of the Trust Board of Directors at 18.00 hrs on 24th April 2019

Kirkintilloch Leisure Centre

Present:

Glen Johnstone	(GJ)	Independent Director
Howard Wilkin	(HW)	Trade Union Director
Iqbal Singh Bedi	(IB)	Independent Director
Jim Neill	(JN)	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)
Jim Gibbons	(JG)	Partner Director
Jimmy Watson	(JW)	Independent Director
Sheila Mechan	(SMe)	Partner Director

In Attendance:

Karin Jackson	(KJ)	Sports Development Manager
Stuart Alexander	(SA)	Club and Volunteer Development Officer

Item	Subject	Action
1.	<p>Apologies</p> <p>As above</p>	
2	<p>Declaration of Director's interests</p> <p>None</p>	
3.	<p>Minutes of Meeting of 6th March and Matters Arising</p> <p>SMD said that point 5 referring to the booking system being on the Action Sheets should in fact be closed off as MG had already given an update on EDC leading this.</p> <p>HW asked about point 6 referring to the Unacceptable Behaviour Policy with reference to training to staff, MG clarified that this would be discussed at Operational Meetings with managers and will further roll out with the assistance of HR if required. MG also said that the STITCH system will be monitored. This will be put on the Operational Performance report with the number of complaints and breakdown.</p> <p>Minutes were proposed by SMD and seconded by SMu.</p>	

4.	<p>Presentation by Sports Development. MOR (Minimum Operating Requirements) for Sports Clubs</p> <p>KJ and SA gave a short presentation on MOR which ensures clubs letting facilities from EDLCT are meeting essential criteria and ensures that EDLCT and EDC school letting have access to a single approved clubs list to avoid duplication.</p> <p>Most clubs already operate with the minimum operating requirements, linked to individual sports governing bodies.</p> <p>A soft approach within timescales of clubs will be adopted to help them to achieve MOR by working with them to reach the required standard within a period of 2 years. Where possible it will be tailored within their own club's operating requirements. MOR will be evaluated and monitored continuously.</p> <p>Clubs will follow the online completion at the appropriate level (MOR non-sports, MOR or MOR+), this will then be submitted to an appropriate member of staff (Sports development, Active Schools or School/Community Letting) to validate and then pass for approval at which point the club will be added for approval.</p> <p>MG said it gives parents reassurance, KJ agreed and said there had been discussions with Child Protection and there will be links to other sites creating awareness of the requirements clubs should have in place for safeguarding.</p> <p>SMD said that this is very good news, he asked if there was scope for accreditation. SA advised that going through the MOR process will mean that clubs will have the MOR accreditation.</p> <p>SMD said that the logo along with information on what it means would be useful, KJ agreed and said that would be happening along with banners also.</p> <p>HW asked about MOR requirements for non-sports clubs e.g. a painting club where there is no governing body, KJ said accreditation would be slightly less and that would be covered with school letting who would ask the relevant questions. HW asked about PVG arrangements and KJ said everyone will follow the same safeguarding procedure.</p> <p>JN said via funding applications this would fit in. MG agreed that this was a good point and should be highlighted via community grants scheme as you wouldn't want to exclude any groups in short term while this is being rolled out. SMu said this may be difficult for new clubs if there was no support, KJ explained they will be supportive of this.</p> <p>HW asked if this is for block bookings or one offs. KJ said block/regular bookings. One-off bookings for a meeting room or a birthday party for example would not have to complete the process.</p> <p>GJ asked about more established clubs. SA explained that CPD was available for MOR+ clubs.</p> <p>GJ said he has PVG checked for 3 different clubs and why is the process different for different organisations. KJ explained that this was due to each organisation having to be registered as "employing" the person encase they have to be notified that someone has been barred from working with children/protected adults. KJ also highlighted that assistance would be offered through Children 1st's Safeguarding in Sport Team or the Council's Child Protection Officer where appropriate.</p>
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5.	<p>Board Action Sheet</p> <p>1. Fitness classes ticket checking - MG advised that ticket checks at the Leisuredrome indicated that there is not a major issue with people turning up and not paying, The main problem is with “no shows” and this will be followed up. MG advised that all centres will continue to carry out random ticket checks for activities and report back if there are any issues.</p> <p>2. MG said notices regarding customer behaviour will be put up throughout EDLCT.</p> <p>3. National benchmark Overview Report has been circulated. It is hoped that usage will increase and costs will reduce.</p>	
6.	<p>Risk Register</p> <p>MG explained that the Operations Managers had met with David Pendreigh, Corporate Risk Advisor and thereafter the Finance and Audit Subcommittee met to discuss on the 28th March.</p> <p>Each item was reviewed on the Risk Register, some items added e.g. BREXIT and other items removed. SM said he would look to review the current flat structure with MG and examine options on how to manage this risk.</p>	SM
7.	<p>Archives Collections Policy.</p> <p>Updated report for approval was agreed.</p>	10
8.	<p>Financial Update</p> <p>MG advised that a key element of the Council Meeting on 21st March was a one off payment of 200k which would allow the Council and EDLCT to review the library service across East Dunbartonshire. This will allow further consultation and an equality assessment to be completed.</p> <p>For the Allander Leisure Centre there will be a reconvened Champion’s Group within the next few months. EDC are looking at a 2 year build and EDLC will liaise with the Council on the programme to minimise disruption to Customers. MG advised that a tandem build is still the stated option but that the nature of the site would mean that parking and access will be difficult at certain points in the build.</p> <p>HW asked if there will be a cost with regards to reduced income generation and MG advised that there will be an impact on income levels. IB asked if the Board will be consulted through the process. MG advised that EDLC will be part of the Champion’s Group and the Board will be given regular updates on the project. MG also said that a member of the Major Assets team will also be invited to a future Board to deliver a detailed presentation on the project.</p> <p>SMD said the Council will support EDLC through the build process and MG agreed but at this stage it is unknown to what level. MG advised that the Council are hoping to get a 3 year financial settlement. SM said we will be reviewing EDLCT headline figures using sensitivity analysis over the next 3 year period. GJ said that in the first instance ALC should be left out of this piece of work.</p>	10

	<p>HW asked about timelines and MG said that late Summer 2020 will be the indicative start date after the contract is awarded following a tender process. This will be a standing item on the agenda.</p> <p>JN said is it appropriate to have it formally recorded that the Council is giving additional funds to EDLCT for the first time in a few years. SM said this will done during the monthly meeting with EDC.</p> <p>SM asked when the sensitivity analysis would be ready, MG said by June.</p> <p>HW asked about the difference in deficit between year ending March 19 and year ending March 20 and MK explained this was due to staff vacancies.</p>	
9.	<p>Scottish Tourist Board Quality Assurance Grading for Leisure Centres</p> <p>All 3 Leisure Centres have attained 4 star accreditation. Centres will continue to work hard and address areas for improvement.</p>	
10.	<p>AOCB</p> <p>JN said that there are chewing gum deposits in front of some EDLCT buildings. MG said that the Leisuredrome and Kirkintilloch Leisure Centre are sourcing a contractor to remove this.</p> <p>MG advised that the European Elections will be held at the Leisuredrome.</p>	
11.	<p>Date of Next Meeting</p> <p>26th June, Kilmardinny</p>	

S. Marshall 26/06/19.