

**Minutes of Meeting of Board of Trustees Held on Wednesday 29th July 2020
14.30 hrs via Cisco Webex**

Present:

Gillian Renwick	(GR)	Partner 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)

Apologies:

Howard Wilkin	(HW)	Trade Union Director
Iqbal Singh Bedi	(IB)	Independent Director

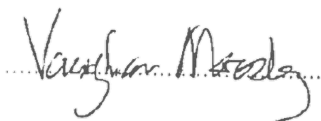
Item	Subject	Action
1.	Welcome	
2.	Apologies As above	
3.	Declaration of Director's interests None.	
4.	Minutes of Meeting of 26th June and Matters Arising JN asked about the extra challenge to encourage ongoing membership including cancellations prior to reopening. GR advised that the wording needs changed in page 6 from EDC to University College London. MG advised the announcement by the First Minister on the 30 th July will give an indication of when facilities can be reopened. Minutes were proposed by VM and seconded by JN.	MK

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5.	<p>Finance including Audit update AND Job Retention scheme.</p> <p>MK advised that the audit will officially begin week beginning Monday 10th August. Information and backup will be sent to audit as required. Some information has already been sent. Payroll has been informed of that date.</p> <p>MK gave an update on the income and expenditure position from April to July. Income is underrecovered by £700k and expenditure is underspent by £500k giving a net loss of £200k. The loss would have been significantly more if EDLCT hadn't claimed a grant under the Coronavirus Job Retention Scheme.</p>	
6.	<p>COVID-19 Recovery Plan Potential Opening Dates – EDLCT</p> <p>SMD asked about resourcing Click and Connect. MG said currently there is a couple of staff who are already working. It will involve unfurloughing 2.4 FTE. This will be a cost as staff are being unfurloughed. It will allow us to gauge what interest the public has in this service.</p> <p>SMD asked if we will be actively promoting this. MG explained that we will communicate with library members and use the website. Also shielding individuals will be contacted to see how we can help.</p> <p>SMD asked if online gym instruction will continue after the crisis is over. MG said we are discussing this at the moment. It may be something we include as a retention tool. We will continue for now but need to make a decision on this for the future.</p> <p>GR referred to the Reopening Timeline and asked if the full services listed will actually happen and is there a scenario where these dates wont happen. MG said it will be clearer tomorrow after the First Minister update. It will be limited participant numbers and there will be changes eg swimming pools – there will be no use of the changing room. Main thing is people coming in, get their swim and there is no touching of surfaces.</p> <p>GR asked about September/October risk plans and have we considered what approach we have for staff, colds etc. and are there contingencies for higher rate staff absence. MG said this is difficult to answer, there will be clear guidance re outbreak in a facility and there may be more people off than normal. We still have casual staff to support staff shift patterns, these patterns will be amended as we move towards full reopening.</p> <p>JW said there is not much time from when government announced the phases, the private sector reacted fast to returning to work. MG said we have been planning and looking at activities and working on return to work signage etc. MG explained that 96-97% of preparation has been done other than bringing staff to building and induction. We should learn from libraries reopening. Libraries reopening was timetabled to the 15th July, detailed reopening guidance was sent out at 2.30pm on the 14th July. MG said we are still waiting on guidance for leisure reopening. We need to make sure there is confidence from Trade Unions and staff.</p> <p>JG asked when will Huntershill open and when can bookings begin. MG said 10th July and 3rd August. However there will be no games, training only.</p>	

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	<p>JW added that phase 3 will be good for people's wellbeing using culture and leisure services. MG added that the Auld Kirk size and nature makes it more of a challenge. Lillie also has a lot more activities and we are looking to facilitate classes.</p> <p>JW asked about the significant deficit and grant opportunities. MG said we are hopeful in the next week or so that we will get clarity of funding for culture and funding from EDC.</p> <p>VM added the furlough scheme has really helped financially and added that it is EDLCT staff who have been at the front line.</p> <p>GR noted that she had observed Huntershill being used recently. MG said there is CCTV and the police have been informed. MG said this is a common problem across all local authorities.</p> <p>SMD supported what VM said about thanking staff who had been working.</p> <p>SMD said the reopening guidance from the Scottish Government will need to be carefully followed as we could be held accountable. MG agreed. SMCD said when we go back it is not up to us. We need to make it clear that there is no more we can do and hopefully this is acknowledged.</p>	
7.	<p>Allander Project</p> <p>MG said signage from architects has been completed. All first drafts. Allander team looking at colour schemes etc. Also signalling junction to A81, upgrade path to Allander. Still working on costs, hopefully in August when it goes out to the market we will have true cost. Sportsdrome won't be opening again. 2/5 of courts at sportsdrome are in poor repair and not economically viable to open. JG asked about the town hall in Milngavie hub. MG said only input EDLCT would have would be for the library service. VM added it is proposed that the Milngavie hub would take longer.</p>	
8.	<p>EDLC Response to Black Lives Matter</p> <p>VM said EDLCT working subgroup should begin a month or 2 after reopening.</p> <p>SM and IB could be the 2 or more directors for subgroup. There is a potential to include a TU representative and to get other officers eg equalities officer from EDC. Also potential to include customers.</p> <p>Group would be up to 3 directors, a manager from leisure, a manager from libraries/cultural, manager from active schools, general manager and a TU representative.</p> <p>JN agreed that the group should commence within a couple of months.</p> <p>JN requested that perhaps as a board we could have an adviser eg ½ day seminar. JW agreed that should happen.</p> <p>SMCD said we need to look at our legal responsibilities and have wider consultation with different groups that use EDLCT facilities.</p>	

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	<p>VM said the subgroup might want to invite the rest of the board.</p> <p>SMe agreed with JN and JW and we should perhaps draft a time for someone who is an expert. GR said a niche expert in the past was a race trainer. VM agreed that we should invite someone along. JN said we should agree a date at in September.</p> <p>JN said as a body we shouldn't make a statement until we are ready. SMD agreed with JN not to make a statement until we are prepared.</p> <p>SMD said we should let the wider public know. VM agreed</p>	
9.	<p>AOCB</p> <p>None</p>	
10.	<p>Date of Next Meetings</p> <p>Wednesday 9th September at 6pm possibly online or at a meeting.</p>	

Signed:



Date

9 September 2020