SOUTH LANARKSHIRE LEISURE AND CULTURE LIMITED

(Registered in Scotland, Company No.225702)

MINUTES of MEETING of the BOARD of DIRECTORS of SOUTH LANARKSHIRE LEISURE AND CULTURE LIMITED (“the Company”) held at Central Library, East Kilbride at 3.00pm on Wednesday 15 May 2013

1. Sederunt

Cllr Hamish Stewart (Chair)
Cllr Jackie Burns
Cllr David Watson
Lindsay Freeland
Colin McDowall
Gabe Docherty
Alan McGown
Stephen Smellie
Ronnie Smith

Gerry Campbell (General Manager)
Alison Dougall (Company Secretary)

2. Apologies

Angela Beggan
Alan Morrison
Johan Steele

3. Declarations of Interest

None declared.

4. Minutes of Previous Meeting

The minutes of the meeting held on 20 February 2013 were approved for signing by the Chair.

5. Matters Arising

At the previous Board meeting in February, an update had been requested in relation to the cost of gym memberships across other trusts. A schedule of prices as at May 2013 comparing SLLC to 6 other trusts along with an average price was provided to the Board for information.

The Office of the Information Commission has advised that no further action will be taken in relation to the breach of the Data Protection Act at Low Parks Museum given the action taken by the trust to address the matter. However, any further issues will be looked at very seriously.

*** Redacted due to personal or information
Monitoring Items

Gerry Campbell took the Board through the report for the final quarter (Jan-March) of 2012/13 highlighting the key aspects of each section. In particular, the following items were noted:

- Effective management of staff demonstrated in low rates of absence, with a favourable overall absence rate of 3.3% compared to target of 3.4%
- The progression of capital projects – in particular Lanark Memorial Hall, scheduled for handover to the Trust in week commencing 20 May
- Strong programme of events (such as Theresa Breslin’s Divided City) in our Cultural Venues
- External funding received to support the purchase of a ‘digi-table’ (interactive, touch screen table) in the Libraries service
- Activities such as the ‘wild breakfast’ at Calderglen hosted by the animal keepers including zoo tour and animal feeding sessions

Items for Decision

7. Employee Recognition
Gerry Campbell informed the Board that the Employee Recognition Panel had recommended the following nominations for consideration:

1st Quarter (Jan – March) 2013
Individual category: ***, Carluke Leisure Centre
Team category: Staff at Blantyre Leisure Centre

Annual Awards 2012
Individual category: *** and ***, SLL Lanark
Team category: Staff at Cathkin Library

The Board approved the nominations.

8. Launch of Junior Membership Scheme (ACE)
Gerry Campbell introduced *** and *** who delivered a presentation on the proposed new scheme ‘ACE’ (your pass to ‘Arts, Culture and Exercise’).

It was noted that 1,164 memberships were required for the scheme to break-even. Following approval for the launch of the new scheme by the Board, it was agreed that a progress report on the first 6 months activity (from the launch date of 1 June) would be submitted to the Board at its meeting in February 2014.

*** Redacted due to personal or information
9. **Coaches Contractual Arrangements**
Gerry Campbell spoke to the recommendations within the report, required to ensure compliance with legislation. He also welcomed Kay McVeigh (Head of Personnel Services, SLC) and Maureen Mcfarlane (HR Manager, SLLC) to the meeting to further explain the background to the report and to answer questions from Board members.

Following discussion, the Board approved the recommendations within the report.

10. **Establishment of an Audit Committee**
Alison Dougall outlined the role and function of an Audit Committee. The Committee would have no decision making powers, meet 2-3 times per year and report the outcome of its meetings to the Board for noting or decision.

The Board approved the recommendations of the report and that the 5 members would be Alan Morrison, Gabe Docherty, Colin McDowall, Cllr Jackie Burns and Cllr David Watson. The quorum was agreed as 3.

Alison Dougall advised that she would make contact with each nominee with a view to setting up the Committee.

11. **Pension Scheme Automatic Enrolment**
Alison Dougall highlighted the key provisions of new legislation in relation to workplace pensions and the requirement to ‘auto-enrol’ certain categories of employee into the pension scheme.

The Board noted the new requirements and approved the use of transition arrangements for existing employees on the staging date of 1 September 2013.

12. **Risk Register Update**
Alison Dougall updated the Board on the annual review of the risk register and the Trust’s top 10 risk exposures.

The Board approved the update Risk Register.

13. **Commonwealth Games 2014**
Gerry Campbell advised the Board of a request from the Commonwealth Games 2014 Organising Committee to use the Dollan Aqua Centre as an official training venue for the swimming event during the games.

The Board approved the recommendations within the report.

*** Redacted due to personal or information
Items for Noting

14. **Internal Audit Annual Report 2012/13**
Alison Dougall highlighted the key conclusion in the report that reasonable assurance can be placed on the adequacy and effectiveness of the Trust’s systems of internal control. She then invited *** (Internal Audit Manager, SLC) to take members through the audit report.

The Board noted the contents of the report.

15. **Libraries ICT Managed Service Contract**
The Board noted the report.

16. **ICT Service Plan 2013/14**
The Board noted the report.

17. **International Children’s Games 2013**
Gerry Campbell updated the Board on South Lanarkshire’s participation in the event and the on-going fund raising activity in this regard.

The Board noted the report.

18. **International Exchange Visits**
The Board noted the report.

19. **Any Other Business**
Gerry Campbell updated the Board on the following matters:

- The Board approved Robert Craig as a new Board member and he will attend the next meeting of the Board on 4 September.
- This leaves one remaining vacancy on the Board and, through ‘Arts & Business’, Joan Gibson (CEO, National Youth Orchestra) will meet with the Chairman and General Manager to discuss the role. An update will be provided at the next Board meeting.
- Work ongoing with SLC in relation to a the development of a new Physical Activity Strategy
- Information Commissioner’s Office (ICO) has advised of the Trust’s requirement to comply with Freedom of Information legislation from 1 April 2014.

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• Stricter management (but not charging) of car-parking at Blantyre Leisure Centre and Carluke Leisure Centre will be operated. These centres are experiencing issues where members of the public are making use of the car-parking facilities (sometimes for the full day) but are not customers of the centres. Proposals are being developed in conjunction with SLC’s Parking Unit. Engagement with local members will take place to ensure they are fully briefed on any new arrangements proposed.

20. Date of Next Meeting

The next meeting will take place in Wednesday 4th September, venue to be advised.