MINUTES of MEETING of the BOARD of DIRECTORS of SOUTH LANARKSHIRE LEISURE AND CULTURE LIMITED (“the Company”) held at Hamilton Town House at 3.00pm on Wednesday 27th November 2013.

1. **Sederunt**

Cllr Hamish Stewart (Chair)
Cllr David Watson
Colin McDowall
Gabe Docherty
Johan Steele
Angela Beggan
Alan McGown
Robert Craig
Ronnie Smith
Stephen Smellie

Attending as Observers:
Cllr Gerry Convery
Paul Manning

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

2. **Apologies/ Declarations of Interests**

Lindsay Freeland
Alan Morrison
Joan Gibson
Cllr Jackie Burns

No interests declared.

3. **Minutes of Previous Meeting**

The minutes of the meeting held on 4th September 2013 were approved for signing by the Chair.
4. **Matters Arising**

The Chair welcomed Councillor Gerry Convery to the meeting as an observer. It was noted that, following a meeting of South Lanarkshire Council’s Executive Committee on 6 November, South Lanarkshire Council had agreed that Councillor Jackie Burns would step down as a Council representative on the SLLC Board and that Councillor Convery would replace Councillor Burns in this regard.

The Board approved the appointment of Councillor Convery to the Board.

5. **Presentation – Business & Marketing Plans 2014/15**

The Chair introduced members of staff from each business division who were making a presentation to the Board on the development of the new one page business plans. The staff members presenting were *** (Sport & Physical Activity), *** (Support Services), *** (Libraries & Museums) and *** (Outdoor Recreation & Country Parks). The General Manager advised that, unfortunately, due to a family bereavement, the representative from Cultural Services was unable to attend.

The group advised the Board that, from an over-arching one-page trust wide Business Plan, individual one-page plans had been developed for each business division. They each then described what their input had been and what the process had meant to them. The next step is for one-page plans to be developed for the teams within each division. One of the key aims is for staff to be able to see a direct link from the overall business plan down to the one page team plan and then into individual key work objectives via the PDR process.

Following discussion and some questions on the plans themselves, the Board thanked the staff for an excellent and informative presentation and approved the draft 2014/15 Business Plan and requested that it be submitted to South Lanarkshire Council for approval.

The Board also approved the draft 2014/15 Marketing Plan.

**Monitoring Items**

6. **Performance Report – 2nd Quarter 2013/14 (July-September 2013)**

The General Manager talked the Board through the report for the second quarter of the financial year, highlighting the overall positive performance in relation to attendances. The Board was also advised of the major financial challenges currently facing the business, including pressures arising from job evaluation.

An update on the financial position was provided by the Company Secretary with the overall position reported as a deficit of £235k for the 6 month period to 30th September 2013. The Board noted the key pressure areas contributing to the deficit position. The Board’s attention was drawn to the challenges of the current financial year where savings to the value of £2m had been identified and incorporated into the budget. In the main, these efficiencies were being achieved, however, other key pressures had arisen in the year, primarily the cost of utilities and under-recovery of income in relation to Coalburn Leisure Centre and East Kilbride Ice Rink, which have resulted in an adverse variance against budget.

After discussion and questions on some performance information contained with the document, the Board noted the monitoring report.

*** Redacted due to personal information
Items for Decision

7. Employee Recognition – 3rd Quarter 2013 (July - September)

The Board were advised that the Employee Recognition Panel had recommended the following nominations for consideration:

Individual Category: ***, Calderglen Country Park
Team Category: Cambuslang Institute

The Board approved the nominations.

8. Budget Efficiencies 2014/15

The Board was advised of the strategic budgeting exercise undertaken as part of the business planning process required to determine an indicative service fee payable by South Lanarkshire for the coming three financial years. The plan assumes likely efficiencies of approximately £1m in each year. The report outlined the key themes being explored by the Senior Management Team in order to develop proposals.

The Board noted the current position in relation to the budget cycle and approved the further development of detailed savings proposals.

9. Audit Committee

The Company Secretary advised the Board of the preparatory work that had been on-going in advance of the Committee commencing formal meetings in 2014.

The Board noted the development session that had been held for Committee members and approved the forward programme of business for Committee meetings in 2014 as included at Appendix A to the report.

The Board approved the nominations of Alan Morrison and Gabe Docherty as Audit Committee Chair and Vice Chair respectively.

As Councillor Burns is retiring as a director, the Board considered nominations for a replacement member on the Audit Committee. Following discussion, it was decided that the Committee’s membership be increased from five to six. The Board then officially approved a change to the Committee’s terms of reference to state that ‘the Committee shall be made up of six members’.

The Board also approved that Alan McGowan become a member of the Committee. Further, it was agreed that Councillor Convery be nominated as a Committee member. The formal arrangements of completing Councillor Convery’s appointment to the Board would firstly require to be concluded. His nomination onto the Audit Committee would then be ratified at the February meeting of the Board, in time for the first meeting of the Audit Committee in March 2014.

10. Board Meeting Schedule

The Board approved the meeting dates as proposed in the report.

11. Festive Closures

An update was provided by the General Manager regarding the opening hours arrangements for facilities over the festive period.

*** Redacted due to personal information
The Board approved the recommendation in the report.

**Items for Noting**

12. **James Hamilton Heritage Park - Catering Operation Update**

The General Manager advised of the outcome of the recent competitive tendering exercise which had resulted in the contract being awarded to Gracie’s Ltd.

The Board noted the report.

13. **Any Other Business**

The General Manager updated the Board on the following matters:

- An update had been provided by three members of staff (***,*** and ***) prior to the Board meeting to advise on a new pilot scheme (developed in conjunction with Trade Union representatives) with the aim of managing and improving absence levels. The pilot had been successful in terms of supporting two employees back into the workplace and would now be developed further with a wider roll-out being planned.

- Following the winding up of South Lanarkshire Rural Communities Trust (SLRCT), the funds remaining within the SLRCT bank account were transferred to SLLC for onward distribution to the bodies which had been awarded grant funding. This process is being managed in conjunction with SLC.

- The launch of festive events at SLLC venues was highlighted and, in particular, the pantomimes at Hamilton Town House, Rutherglen Town Hall and East Kilbride Arts Centre.

- A tourist trail of giant Clydesdale horse sculptures will be set out around Hamilton next summer with the aim of increasing visitor numbers to the town. The 10-week ‘Ready Steady Gallop’ event (organised by Hamilton Business Improvement District) will see 30 life-sized horses, designed and painted by local artists, placed at prominent locations. Hamilton businesses will be encouraged to sponsor a horse. At the end of the project, the sculptures will be auctioned off with proceeds going to charity.

- The General Manager and Chair of the Board attended a conference in Barcelona. At the conference SLLC were commended for partnership working and for two key development projects, aimed at encouraging residents of South Lanarkshire to be more physically active.

- The Board were invited to attend a concert taking place in Hamilton Town House on Wednesday 27th November.

14. **Date of Next Meeting**

The next meeting is scheduled for Wednesday 19 February 2014, venue to be advised.

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Chair

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