Minutes of Meeting of the Board of Directors of South Lanarkshire Leisure and Culture Limited ("the Company") held at the Townhouse Hamilton; 3pm on Wednesday 22 May 2019.

1. Sederunt
   Chair: Cllr Peter Craig

   **Board Members:**
   Angela Beggan, Cllr Gerry Convery, Lorraine Graham, Paul Manning as substitute for Lindsay Freeland, Michael McGlynn, Alan Morrison, Cllr Lynne Nailon, Stephen Smellie, Ronnie Smith, Johan Steele

   **In Attendance:**
   Paul Barton (Company Secretary)

2. Apologies
   Apologies: Robert Craig, Lindsay Freeland

3. Declarations of Interest
   No interests were declared.

4. Minutes of Previous Meeting
   The minutes of the meeting of the Board held on 6 March 2019 were submitted for approval as a correct record.

   **The Board:** approved the minutes.

5. Matters Arising
   There were no matters arising.

Presentation:

6. EKOS
   Michael McGlynn introduced xxxxx and xxxxx from EKOS who had been invited along to present their report to the Board.

   ◆ A report was taken to the Executive Committee on 13 March 2019 to provide a broad high level review of the work undertaken by EKOS on behalf of South Lanarkshire Council. Establishment of a Cross Party Working Group was approved, following full Council approval on 27 February 2019.
   ◆ EKOS presented their findings at the first meeting of the Cross Party Working Group on 15 April with a presentation planned for SLLC's Extended Management Team in June.
   ◆ The Terms of Reference, work plan and membership of the Working Group is to be approved at the next Executive Committee meeting on 29 May 2019.
   ◆ EKOS presented their report and outlined a strategic service framework for future development which focusses on two themes:
     ◆ People and place – looking at how SLLC embeds services in targeted areas, addressing barriers to participation, joint service planning and delivery including the opportunity to further develop partnership working with the Health and Social Care partnership.
General provision – providing universal access, redressing the balance to support the work of SLLC, looking at joint service planning opportunity to provide dual use facilities, improving the delivery model to make it as effective as possible without damaging quality, asset rationalisation.

- It is recognised that implementing this new strategic framework will require long term planning. The Cross Party Working Group have estimated around 8 months.
- It was agreed that the Board would be kept up to update on the progress of the Cross Party Working Group.

The Board: noted the presentation.

Monitoring Items:

7. Performance Report – 4th Quarter 2018/19

The Board were guided through the report for the fourth Quarter of 2018/19.

- As projected over the last six months, the Trust will end the financial year at breakeven, with thanks to additional financial support from SLC.
- Increased attendances were reported across the whole Trust with improved weather compared to this time last year being a contributing factor.
- Once again, all FOI requests met target response times.
- The mini refurbishment programme at Ballerup Hall which was expected to be completed by the end of May is nearing completion with the hall being reopened on a limited basis for some events.
- A number of Outdoor Recreation events took place over the quarter with healthy numbers attending.
- Comicon continues to prove popular with numbers increasing with each event.
- Calderglen Zoo’s new African grey parrots have settled into their new enclosure and the Zoo is also now home to a new Scottish wildcat received as part of the Scottish Wildcat Conservation Action Plan.
- The Digital Team have made excellent progress in engaging adults and children, with 3D technologies in particular grabbing customer attention and Low Parks Museum’s new Eclectech Gallery, supported by Museum Galleries Scotland, is definitely worth a visit.
- South Lanarkshire pupils travelled to Ravenscraig Sports Facility to take part in the very successful Scottish Disability Sports West Region Para-Sports Festival.
- The visit from the National Danish Performance Team in March has had an exceptional impact in the local community.

The Board: noted the report.

8. Audit Committee Update

The Board was provided with a verbal update on business considered by the Audit Committee.

- The Audit Committee met, as usual, prior to the Board meeting and discussed the Internal Audit Activity report, the Petty Cash 2017/18 Review, the Credit Card Review and Procurement Review reports.
- Spend of budget on management events was also discussed as were the risks and control associated with the new IT system.
- Consideration will be given to inclusion of a statement in the general accounts in the absence of the General Manager.
- The key risk in the Risk Register remains funding. A number of risks are also included in the EKOS report. It may be that governance will be given greater prominence once reviews have been concluded.

The Board: noted the report.
9. Health and Safety Update 2018/19

The Board was presented with a health and safety update for 2018/19.

- AFR in pools continues to cause issues. Unfortunately, this is virtually impossible to stop completely however a lot of work has gone into providing guidance to customers to reduce the number of forced pool closures.
- As well as 26 Automated External Defibrillators being situated in facilities throughout the Trust, there are also a number of external defibrillators placed throughout the community with the Health and Safety Unit providing advice to Community Groups regarding introducing these in their areas. Use of the defibrillators is relatively simple with instructions provided on the units.
- IOSH training remains up to date throughout the Trust.
- The total number of minor incidents is less than 1,000 which compares favourably considering attendance figures of 8m and, similarly, three major accidents is also comparatively low.
- Drowning Detection Systems are available on the market which use motion detector cameras in the pool. This is considered an expensive piece of equipment which is meant to supplement Lifeguards and not replace them. There have been no incidents of drowning in any SLLC pool due to inactivity of a Lifeguard.
- Double buggy use at Hollandbush Golf course has been ruled out as they pose a tip risk on the pathways which are deemed too narrow in places with varying gradients. Any personal insurance held by the customer would likely be invalid as use of double buggies is not permitted by SLLC.

The Board: noted the update.

10. AOCB

Employee Representative
- The process to elect an employee representative on the Board is underway with a SNAP survey made available to all staff. This was considered a more effective and efficient means of voting compared to the previous paper ballot system.

Date of Next Meeting
The next meeting is scheduled for 3pm on Wednesday 4 September 2019, venue to be confirmed.

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Chair