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 23 May 2018.

1. Sederunt
   Chair:  
   Cllr David Watson

   Board Members:  
   Robert Craig, Lorraine Graham, Michael McGlynn, Cllr David McLachlan, Alan Morrison, Cllr Lynne Nailon, Stephen Smellie, Johan Steele

   In Attendance:  
   Gerry Campbell (General Manager), Paul Barton (Company Secretary), Paul Manning (Executive Director of Finance and Corporate Resources)

2. Apologies
   Apologies: Angela Beggan, Lindsay Freeland, Alan Morrison, Ronnie Smith

3. Declarations of Interest
   Following on from External Audit recommendations, the Board were advised that correspondence had been issued to Directors to ensure there was no ambiguity in terms of Declarations of Interest. The opportunity to review recently submitted declarations was offered. No interests were declared.

4. Minutes of Previous Meeting
   The minutes of the meeting of the Board held on 7 March 2018 were submitted for approval as a correct record.

   The Board: approved the minutes.

5. Matters Arising
   There were no matters arising.

Monitoring Items:

   The Board were guided through the report for the fourth Quarter of 2017/18.

   ♦ SLLC’s Sports Development have secured significant funding for East Kilbride Rugby Club and Uddingston Cricket Club. £40k has been awarded to each club by Sportscotland to deliver a partnership programme with Active Schools, focussing on equality and inclusion.
   ♦ Adverse weather conditions have made a significant impact on attendances this quarter with an overall decrease reported due to facility closures. Staff have been commended for journeying to work to try to keep the service operational.
   ♦ An issue with one of our ageing facilities, Blantyre Leisure Centre, was highlighted whereby a customer with a hearing impairment was unable to hear the instructor during classes. A ‘work around’ solution has been implemented however the costs to make the appropriate adjustments would be substantial therefore resulting in SLLC not being able to...
provide the level of customer care that we would hope. Improvements made comply with legislation in that ‘reasonable adjustments’ have been made to improve the situation.

- As part of World Book Day, Bankhead Primary School registered every pupil at the school with Rutherglen Library. Quite an achievement considering the distance between the library and the school.
- Partnership working between East Kilbride Library and East Kilbride Shopping Centre saw around 60 children (plus teddy bears) come along to a storytelling session as part of World Sleep Day. The aim was to highlight how helpful bedtime reading can be to help children fall asleep.
- The year-end accounts, although yet to be externally audited, are near completion close to breakeven at £2.5k overspent.

The Board: noted the report.

7. 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 received an update from Internal Audit.
- Procurement and risk management was discussed along with the implementation of IProcurement.
- As at 31 March 2018, the funding position for Strathclyde Pension Fund has increased favourably to 105%.
- ‘Lack of funding’ has taken the place of ‘reduction in income’ in the risk register to become SLLC’s number one risk.

The Board: noted the report.

Items for Decision:

8. Staffing Structure – Calderglen Country Park Zoo

The Board was presented with a report seeking approval for the appointment of a Senior Animal Keeper within Calderglen Country Park Zoo.

- Calderglen Zoo provides a vast education programme to schools focusing on education and not captivity.
- The existing Senior Animal Keeper has requested flexible retirement with a view to full retirement in around nine months, hence the requirement to appoint a new full time Senior Animal Keeper.
- The new post holder will work alongside the existing Senior Animal Keeper, until fully retired, resulting in a short term financial pressure. There are no other options available to ensure sufficient staff are in place to manage this transition.
- Operation of this facility is on a 24/7 365 days a year basis and, given the skill set required, this post may prove difficult to fill.

The Board: approved the report.

Items for Noting:


The Board was presented with a report highlighting the financial pressures for the current year 2018/19 and provide initial details of the strategy to be developed for years 2019/20 and 2020/21.

- Although early in the financial year, a decision has been taken to advise the Board of the considerable financial pressures facing SLLC.
The savings required are likely to impact SLLC’s ability to deliver services in the way we have been used to and as we enter 2018/19, it is difficult to identify ways in which to manage the increasing financial pressures.

A lack of funding for Coalburn Leisure Complex has been offset from other areas of the business for the last four years however this level of funding deficit is unsustainable as we are now seeing these other budgets lines being put under pressure.

A decline in income, unrealised changes to internal charges, pension costs and the Active Schools contribution have all amounted to an overall pressure of £1.11m.

Mitigating risk has proven difficult to achieve however there have been a number of budget adjustments made. SLLC are currently benefiting from continued lower pricing nationally resulting in utility savings and there are some savings to be made in repairs and equipment budgets. Supplies and Services budgets have been adjusted as has irrecoverable VAT however there is still a shortfall of £0.185m.

Ageing facilities continue to be a strain with what were once busy facilities getting quieter in terms of customer footfall. 45% of funds for the repairs and renewals fund come from customer income. This has resulted in the repairs and renewals fund, which is mostly used for capital projects, replacing equipment, IT systems, etc. being reduced.

The repairs and renewals fund may be used with Board approval to support the budget outturn however this should be viewed as a last report option.

Each quarter going forward will be progressively harder and there is some concern as to the 2019/20 targets. At this point however, SLLC need to concentrate on the £0.185m shortfall before moving forward.

Other options were discussed, e.g. wind-farm funding, which would be added to SLC’s renewable energy fund and seeking external funding, which would be placed into restricted funds and used for specific projects, not to bridge the gap in the budget.

The Board were advised of the formal process through the MOU to officially engage with SLLC to make representations regarding the pressures currently facing SLLC.

An additional savings meeting was proposed to allow the Board to engage in decisions to be taken to SLC in terms of priorities.

The Board: noted the report and agreed to an additional savings meeting to take place in August.

10. Health and Safety Update 2017/18

The Board was presented with a report updating the Board on health and safety issues for 2017/18.

- Negative press on swimming pool closures due to AFR reduced in 2017/18 due to improved education of staff and customers in terms of prevention and hygiene.
- Consultants QLM provided staff with bespoke “a day in court” training with managers placed in the dock to defend their actions in terms of health and safety protocol.
- Nationally, accident/incident statistics for SLLC are relatively low in number when compared to the number of sites we operate.
- The audit process is used to test system and staff awareness/performance. The audit frequency is based on risk, i.e. museums occur annually whereas Hamilton Water Palace audits take place every month.
- Good relationships are maintained with Trade Unions on the health and safety working group.
- Health and safety seminar to take place again this year becoming an annual fixture.

The Board: noted the report.

11. GDPR

The Board was presented with a report advising of the forthcoming legislative changes to how data is handled and processed and detail the progress made to deal with this change within SLLC.
An internal GDPR working group has been set up to ensure SLLC are GDPR compliant.
Discussions are ongoing in relation to a shared Data Protection Officer (DPO) role with SLC. A senior manager in SLLC has taken on this role on an interim basis.
Staff training and webinars have been created to ensure all SLLC employees are aware of GDPR.
The Board were given assurances that SLLC, in consultation with Shepherd and Wedderburn, are doing everything possible to ensure SLLC are GDPR compliant.

The Board: noted the report.

12. Outdoor Pool – Hamilton Water Palace

The Board was presented with a report advising of the operating issues in relation to the outdoor pool at Hamilton Water Palace.

- Hamilton Water Palace opened in 1995 with an operational outdoor pool which, although cutting edge at the time, quickly became a seasonal facility.
- Increasing legislation and health and safety concerns, along with essential repairs, are now such that decommissioning the pool is deemed to be the best option.
- Some customer disappointment is anticipated but this is expected to be minimal.
- The contract for decommission of the outdoor pool is currently out to tender.

The Board: approved the report.

13. Launch of New Tiny ACE Membership

The Board was presented with a report seeking approval for the implementation of a new membership, Tiny ACE.

- A robust consultation exercise took place with existing ACE members and feedback was such that the existing ACE membership was not cost effective for parents of pre school children.
- The types of activities on offer and the price have been revised to offer a new membership category for pre-schoolers, making SLLC one of the few Trusts in Scotland to do so.
- A target of 500 memberships in the first year has been set with the hope that this new product will boost income.
- Implementation of this new membership category links with SLC’s commitment to provide increased nursery activities.
- A programme of activities has been planned for the launch of Tiny ACE in July 2018.

The Board: approved the report.

14. AOCB

- Seniors Together complimented SLLC on the support received in establishing their Mobile Men’s Shed / Good Health Project.
- An innovative project between Active Schools and Larkhall Go Kart Club is being piloted looking at health and safety, driving, etc.
- ALEOS Report from Audit Scotland was issued as a reference tool for good governance. Report to be brought to future Board meeting to highlight where SLLC sit in relation to checklist.
- The SLC Annual Sports Awards for 2017 is due to take place on Tuesday 12 June at Hamilton Town House. All Board members should have received their invites.
- Shepherd and Wedderburn will be in attendance at the September Board meeting to provide awareness training to the Board in line with corporate governance guidelines. An earlier start time to accommodate this will be arranged.
- Councillor Margaret Cooper will attend the official opening of the Avondale Community Wing in Strathaven on 15 June. Invites have been issued by SLC.
The Disability Sports Awards will take place at Hamilton Town House on 18 May marking 20 years of support from South Lanarkshire.

Discussions are ongoing with SLC regarding bids being submitted for the Cosla Awards; Libraries ActiveE and SLLC’s health partnership with SLC’s Health and Social Care being considered.

There is an opportunity to further promote SLLC, in particular Activage, at Aging Workforce Day which takes place two to three times a year for staff members nearing retirement. Unison and Personnel attend to provide advice on pensions, etc. SLLC staff were at the event recently.

At present, the Board of SLLC are down two members therefore the recruitment of additional directors will be explored and proposals brought to the Board. Likely to seek representation from the arts and culture sector and the NHS although the youth council and disability sport will also be considered.

**Date of Next Meeting**
The next meeting is scheduled for 1.30pm on Wednesday 5 September 2018, venue to be confirmed.

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Chair