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 6 March 2019.

1. **Sederunt**
   
   **Chair:**
   Cllr Peter Craig

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

   **In Attendance:**
   Paul Barton (Company Secretary)
   Kay McVeigh (Head of Personnel Services)

2. **Apologies**
   
   Apologies: Robert Craig, Cllr Gerry Convery, Lindsay Freeland, Stephen Smellie

3. **Declarations of Interest**
   
   No interests were declared.

4. **Minutes of Previous Meeting**
   
   The minutes of the meeting of the Board held on 21 November 2018 were submitted for approval as a correct record.

   **The Board:** approved the minutes.

5. **Matters Arising**
   
   There were no matters arising.

**Presentation:**

6. **Macmillan Cancer Information and Support Service**

   Craig Tobin, Macmillan Partnership Manager, presented the highlights of the project to the Board. The main aim of the project is to provide support beyond treatment to all people affected by cancer including friends and family members in anything from complementary therapies to financial guidance. Drop-in services have been set up in Hamilton Town House and East Kilbride Library with a view to introduce a further location in the Clydesdale area. Volunteers are pivotal to the success of this project and this new coordinated approach in South Lanarkshire has encouraged new volunteers to get involved. Going forward, it is hoped that a 'joined up' approach will be adopted with other cancer charities to provide the best possible advice and guidance to people living with cancer.

   **The Board:** noted the presentation.

**Monitoring Items:**
7. Performance Report – 3rd Quarter 2018/19

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

♦ Attendance figures reported for the quarter were similar to last year although showing less income per attendance. Concession, free usage and Activage attendances are up as well as membership use therefore income per usage has reduced.
♦ Membership drive has proven successful with swim and ACE memberships in particular and Activage membership uptake is rising significantly.
♦ This is recognised as the dilemma of the service provided by SLLC in terms of fitness promotion, NHS bills and social work commitments versus increasing income.
♦ There were fewer FOI requests this quarter with all enquiries answered within the timescale. Refusals reported were down to SLLC not being the holder of the information requested.
♦ High attendances were reported at just under 60 pantomime performances across the Hamilton Townhouse, Rutherglen Town Hall, Lanark Memorial Hall and East Kilbride Village Theatre over the festive season.
♦ Rutherglen Library opened its doors on Christmas Day for a few hours with staff working on a voluntary basis to provide food and refreshments to those who would otherwise be on their own on the day. Customers who popped in were very appreciative of the efforts of the staff involved.
♦ Through funding from SLC and the Scottish Government eBike Grant Fund, a number of eBikes were introduced in the Cambuslang and Rutherglen area with a view to reducing car journeys.
♦ Hamilton Townhouse and Rutherglen Town Hall retained their five star ratings for the fourth year in a row. An exceptional achievement in difficult times.
♦ Hallkeeper at [Hall name] was noted as the worthy winner of the Employee Recognition Scheme for the third quarter.
♦ While SLLC are committed to a schedule of planned preventative maintenance, complaints from customers relating to maintenance have risen and there are concerns around SLLC’s ability to fund this. SLC are responsible for repairs rather than maintenance.
♦ Liaison has taken place with SLC in terms of accessing funding and dialogue will continue regarding how facility maintenance and repairs will be dealt with going forward. Building maintenance sits with Housing and Tech while there is ambiguity around car parks. Work is ongoing and the Board will be updated accordingly.

The Board: noted the report.

8. Audit Committee Update

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

♦ Today’s meeting of the Audit Committee focussed on the Internal Audit Activity report, the Supplier Expenditure and Influencable Spend reports.
♦ The facility audit of Hamilton Townhouse reported no significant findings.
♦ A review of petty cash provision has resulted in some reductions in floats following assessment of appropriate levels required.
♦ A review of credit card use has induced some interesting debate. Some services are difficult to invoice therefore credit card purchases have been the only option available. Work will continue to identify preferred suppliers as online services are becoming more predominant.
♦ The GDPR review is ongoing and all points from the Audit Report are now complete.
♦ EProc is progressing and the Procurement Strategy in its final form and due to be uploaded to the SLLC website.

The Board: noted the report.
The Board was presented with a report to highlight the financial position following the third quarter and compare to the issues highlighted in the Financial Strategy report in May 2018.

♦ The figures for February are not finalised as yet but no significant surprises are expected.
♦ Funding pressures such as high gas and electricity costs and underachievement in predicted income have resulted in a small overspend however SLC have agreed to provide £0.5m to support a break even position which is now confidently expected at year end.
♦ A £65k surplus has been achieved by ensuring vacancies are only filled if a major effect on service delivery is expected and there has been a reduction in overtime and staff being covered by overtime.
♦ The introduction of lone working and not backfilling vacancies was highlighted as a potential cause for increased stress in the workforce. No significant increases in absence rates have been reported and there are no worrying trends in terms of stress related absences.
♦ Work continues to redeploy displaced staff into relevant vacancies based on their grade and the type of job. There are currently only four people on the redeployment list in SLLC. Staff in this position are given meaningful work to do, with ongoing contact with HR, until a suitable position becomes available.

The Board: noted the report.

Items for Decision:

10. Gift Aid 2019
The Board was presented with the standard report seeking permission to gift aid surplus funds from SLL Trading Ltd. to parent Company, South Lanarkshire Leisure and Culture Ltd, thus mitigating the corporation tax rate of 19%.

♦ Every year, profits from the Trading Company are donated to the parent company SLLC however a subtle change in financial reporting standards means that any profits as at 31 March 2019 will now be awarded to the forwarding financial year 2019/20.

The Board: approved the report.

11. Staff and Union Representatives
The Board was presented with a report seeking approval for the commencement of an election process for the two Board members representing the Trade Unions and employees of the Company.

♦ The three year term for the Trade Union and Employee Representatives on the Board are overdue for renewal.
♦ The Trade Unions will be invited by letter to submit their representative and employees of SLLC are invited to nominate themselves with support from two other employees.
♦ Should there be more than one employee nomination, a ballot system will be implemented with SLLC employees voting on their preferred representative.

The Board: approved the report.

12. Team Based Mini Reviews
The Board was presented with a report seeking Board approval for the implementation of team based mini reviews.

♦ Following on from a previous special meeting of the Board, discussions took place with SLC’s Head of Personnel Services regarding the implementation of team based mini reviews as a means to capture staff savings ideas.
The reviews have proven successful in SLC and it is now proposed that the process is adopted from SLC and issued to SLLC staff.

The Board: approved the report.

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<th>Items for Noting:</th>
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<th>13. Savings 2019/20</th>
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<td>The Board was presented with a verbal update on the savings proposals for 2019/20.</td>
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<td>♦ Following on from the special Board meeting to discuss savings, proposals were taken to SLC for agreement. The budget was agreed by CMT last week and the revised savings will be issued to all Board members along with a note of the initial proposals for reference.</td>
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<td>♦ The original proposal included savings of £1.401m which has been reduced to £0.945m.</td>
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<td>♦ It was noted that the Councillors are appreciative of the work at SLLC however acknowledge that difficult decisions require to be made across the business.</td>
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The Board: noted the update.

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<th>14. Gender Pay Gap 2018</th>
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<td>A report was tabled to advise the Board of the legal requirement for SLLC to provide Gender Pay Gap information and detail our position as at 5 April 2018.</td>
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<td>♦ The gender pay gap shows the difference in the average pay between all men and women in a workforce.</td>
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<td>♦ Findings for SLLC show a mean gender pay gap of 2.7%, over 11% less than the national average. There are some areas where female staff are being paid more than male members of staff and work will continue to ensure all areas are evenly balanced.</td>
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<td>♦ The findings require to be published on our website and reported nationally on the government website.</td>
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The Board: noted the update.

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<th>15. Danish National Gymnastics Performance Team Visit</th>
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<td>The Board was provided with a verbal update on a planned visit by the Danish National Gymnastics Performance Team to South Lanarkshire.</td>
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<td>♦ The team last visited South Lanarkshire four years ago and will be back again in March as part of their 2018/19 world tour.</td>
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<td>♦ The gymnasts will be working with local schools and clubs in conjunction with Active Schools and SLC’s Education Resources to provide workshops to pupils. Based on the last visit, it is anticipated that this will be very well received and a positive experience for the school children in South Lanarkshire.</td>
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<td>♦ The team will also be performing to members of the public at the Alistair McCoist Complex on 14 March and Board members are invited to attend.</td>
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<td>♦ It is anticipated that ticket sales will offset accommodation and transport costs associated with the visit.</td>
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The Board: noted the update.

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<td>EKOS</td>
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<td>♦ Representatives from EKOS will be back to present to the Board at a future date following on from further work on their review of SLLC. A timeline will be established for presenting to the Board.</td>
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Research and discussions have included how council's work with ALEOS across the country, the strategic direction of SLLC and funding issues relevant to the Trust, highlighting the situation we face in South Lanarkshire is not unique.

EKOS have shared their findings after completing their review. Good results have been reported in relation to community planning partnerships although links with deprived areas still require further work.

A report will be taken to CMT next week.

A cross party working group has been proposed to look at the outcomes from the EKOS review with a view to help define a strategic direction for the Trust.

Going forward, EKOS will present to the Leader of the Council, Elected Members and opposition parties in order to inform them of their findings.

The Audit Scotland and Improvement Services presentation will be delayed until after EKOS update the Board.

Golf

Two years ago, golf charges were reviewed and a higher pricing rate was introduced for non-residents of South Lanarkshire.

There was no increase in rate last year however a 3% rise has been implemented for 2019/20 to all golf prices which has prompted clubs to raise their concerns once more.

Despite attempts over the years to increase golf usage by encouraging the youth game, female participation and driving range use, golf participation is on the decline overall both in the public and private sector.

The cost per head to operate the golf service is high and this needs to be considered when deciding the rate of pay. The charges applied are still considered realistic and competitive.

There are various buying options available from pay as you go to season tickets for individual courses and rover tickets for multiple courses. SLLC continue to accommodate for customers without the disposable income available for the purchase of a private golf club membership.

The removal of the non-residents charge is not expected to dramatically change golf membership and usage in South Lanarkshire.

Strathaven Leisure Centre Incident

One Board member advised of an incident at Strathaven Leisure Centre whereby the Board member challenged another customer for using loud and inappropriate language in the pool changing area.

SLLC’s Sport and Physical Activity Manager will be advised of the issue and asked to ensure staff challenge customers who are found to be in breach of the management rules quickly and efficiently.

It was agreed that open lines of communication are available to the Board at all times to bring any such issues to the attention of management at SLLC.

Eclectech Exhibition Opening

The Board were advised of the new gallery opening at Low Parks Museum which will showcase items from the museums collection that have never previously been on display and some that have been in storage for many years. Invites to the opening will be issued to the Board next week.

Date of Next Meeting
The next meeting is scheduled for 3pm on Wednesday 22 May 2019, venue to be confirmed.

Chair