

**Culture and Sport Glasgow (trading as Glasgow Life)
(A Company which is a Scottish charity (Scottish charity number SC037844)
incorporated in Scotland under the Companies Acts with company number SC313851)**

MINUTE of a MEETING of the Board of Directors of Culture and Sport Glasgow held in City Halls, Glasgow on 25 January 2017 at 10am.

Present: Councillor Archie Graham OBE (Chair)
Mel Young
John McCormick
Amanda McMillan OBE
Lee McConnell
Councillor Emma Gillan
Councillor Helen Stephen
Dr Bridget McConnell CBE

Attending: Susan Deighan, Director of City Marketing and External Relations; Martin Booth, Director of Finance and Governance; Ian Hooper, Director of Sport and Infrastructure; Jill Miller OBE, Director of Cultural Services; Colin Edgar, Director of Strategic Partnerships; James Doherty, Communications Manager; and Allan Drysdale, Governance and Liaison Officer; all Culture and Sport Glasgow.

Apologies: Sir Angus Grossart
Dilawer Singh MBE
Professor Anton Muscatelli
Professor Lesley Sawers
Councillor David McDonald
Councillor Soryia Siddique

1. Welcome, Notice and quorum noted.

The Chair welcomed all those present to the meeting.

Having noted that the relevant notice had been issued and a quorum was present, the Board agreed to proceed to business as hereinafter minuted.

2. Apologies noted.

The Board noted that apologies had been received from Sir Angus Grossart, Professor Anton Muscatelli, Dilawer Singh, Professor Lesley Sawers, Councillor Soryia Siddique and Councillor David McDonald.

3. **Minute of previous meeting approved.**

The minute of the previous meeting of 23 November 2016 was submitted and approved as a correct record.

4. **Matters arising noted.**

There were no matters arising from the minute of 23 November 2016.

5. **Chief Executive's update**

(1) Burrell Collection noted.

There was presented a report which provided the Board with an update on the progress with regard to the Burrell Renaissance project.

After consideration the Board noted the progress of the Burrell Renaissance project and that a further report will be provided at the next Board meeting.

6. **Reports by Director of Finance and Governance**

(1) Financial update noted.

There was presented a report which advised the Board of the Company's financial performance to 25 November 2016 which advised that

- (i) the overall position for period 9 was a surplus of £3,037k, against a budgeted surplus of £4,009k, which was a negative variance of £1,062k for the Company;
- (ii) overall income was £1,466k behind budget, and operating income was £1,238k behind budget, largely due to timing differences in relation to sports operating income, which was expected to improve;
- (iii) overall expenditure had a positive variance of £404k; and
- (iv) the CIC had a year to date profit of £1,208k which was £161k behind budget.

After consideration the Board noted:

- (i) the information provided in relation to the Company's financial performance; and
- (ii) that an update on the financial position at period 11 would be circulated when available.

(2) HR Scorecard noted.

There was submitted a report which presented to the Board the Company's HR Scorecard which provided information on absence levels, employee relations, recruitment and performance management, and workforce and workforce turnover.

The Chair requested that a breakdown across service areas of long term absence be provided for information.

After consideration the Board noted the information contained within the report.

(3) Risk Register

There was submitted a report which detailed to the Board the current top 5 risks to the Company and advised that there had been no movement following the full review of the Risk Register which was completed in November.

After consideration the Board noted that the

- (i) risk register was formally reviewed on a 6 monthly cycle and that the report reflected the top 5 risks to the Company as at January 2017; and
- (ii) Audit Committee had requested that the potential impact relating to Brexit be added to the Company's Risk Register.

7. Reports by Director of City Marketing and External Relations

(1) Glasgow Life/GCMB Integration noted.

The Board were provided with a verbal update in relation to the integration of Glasgow Life and Glasgow City Marketing Bureau (GCMB) which advised that:

- (i) officers had met with OSCR in December to discuss the integration, and following this a request had been submitted to alter the organisations charitable objectives; and
- (ii) the process for the TUPE of GCMB staff had now began and no objections had been received by the Trade Unions.

After consideration the Board noted the update provided.

(2) Performance Report noted.

There was presented a report which provided the Board with information on the summary of performance from 1 April 2016.

The report highlighted that all targets were being exceeded, and that a new clearer format for presenting this information had been developed.

After consideration the Board noted the information provided within the performance report.

8. Reports by Director of Sport and Infrastructure

(1) Capital Programme update noted.

There was submitted a report which updated the Board on progress with projects involved in the Capital Programme.

The report covered developments at the Kelvin Hall, Knightswood BMX Track, Tollcross International Swimming Centre, North Kelvinside Football Facility, Scotstoun Stadium, and Glasgow Club Gorbals.

After consideration the Board noted the update provided in relation to the Capital Programme.

9. **AOB**

The Chair advised the Board that it was proposed to establish a Health and Safety Committee which would be a sub-group to the Board, and asked for the agreement of the Board to the formation of this.

After consideration the Board agreed to the establishment of a Health and Safety Committee and noted that they should indicate any interest in becoming a member of the Committee to the Chair.