

EAST AYRSHIRE LEISURE TRUST BOARD OF TRUSTEES

MINUTES OF MEETING HELD ON TUESDAY 13 SEPTEMBER 2016 AT 1811 HOURS IN THE RECEPTION ROOM, GRAND HALL, LONDON ROAD, KILMARNOCK

PRESENT: Councillors Douglas Reid, Eòghann MacColl, Iain Linton, Hugh Ross and Neil McGhee; Independent Trustees Jean Brown, Robin Hume, Elizabeth Young, Jackie Livingston and Robert Mann; and Chris McAleavey, Depute Chief Executive: Safer Communities and Joe McLachlan, Corporate Accounting Manager, both East Ayrshire Council, ex officio Trustees.

ATTENDING: John Griffiths, Chief Executive; Adam Geary, Cultural and Countryside Manager; Dianne McGregor, Marketing and Development Manager; Chris Murphy, Sport and Community Venues Manager; Jackie Biggart, People and Finance Manager; Anneke Freel, Countryside Services Manager; and Lorraine Russell, Senior Accountant; all East Ayrshire Leisure Trust; and Gillian Hamilton, Democratic Services Officer, East Ayrshire Council.

APOLOGIES: Independent Trustee June Minnery.

CHAIR: Councillor Douglas Reid, Chair.

APPOINTMENT OF OFFICE BEARERS

1. Under Clause 43, Councillor Douglas Reid was nominated for re-election as Chair, subject to Clause 44. Independent Trustee Elizabeth Young was then nominated for re-election as Vice-Chair. Both appointments were confirmed at the meeting.

DECLARATIONS OF INTEREST

2. No declarations of interest were intimated.

MINUTES OF PREVIOUS MEETING

3. There were submitted and approved as a correct record, the Minutes of the Board meeting held on 19 July 2016 (circulated).

3.1 Matter Arising

The Chief Executive provided a verbal update on progress with the Stage 3 Grievance Appeal which was noted.

MINUTES OF PERFORMANCE AND AUDIT SUB-COMMITTEE MEETING HELD ON 15 AUGUST 2016

4. There were submitted and approved as a correct record, the Minutes of the Performance and Audit Sub-Committee meeting held on 15 August 2016 (circulated).

PERFORMANCE REPORT APRIL-JUNE 2016

5. There was submitted a report dated 25 August 2016 (circulated) by the Chief Executive which provided the Board with a summary of the performance of Trust services for the period April to June 2016 and highlighted significant aspects of performance for Trustees' consideration.

It was agreed:-

- (i) to approve the East Ayrshire Leisure Performance report for the period April to June 2016;
- (ii) to note that a surplus of £70,450 was currently projected and it was envisaged that this amount would be utilised to assist in the management of the £141,090 2016/17 budget savings yet to be identified;
- (iii) to note that the Board would be provided at the earliest opportunity with a report on East Ayrshire Council's Best Value Review of services delivered by East Ayrshire Leisure Trust and the Galleon Trust;
- (iv) to note that the Dick Institute had achieved a 4 star grading from Visit Scotland. Publicity had been arranged;
- (v) to note in relation to the progress against 2016-19 action plan target "show annual customer satisfaction improvements each year of the business plan", that a brief had been developed for a market research consultant to be commissioned by September 2016 which would provide a baseline for benchmarking. For all other targets in the Action Plan, 2015/16 baselines had been established for benchmarking future progress. Trustees requested that information on trends also be provided;
- (vi) to note the positive comments made at the meeting regarding the Dick Institute Art of Collection exhibition, Dean Castle and Homewords Service;
- (vii) to note that the savings identified in the financial performance report were all non-recurring;
- (viii) to note the high level measures in the performance scorecard and in relation to measure 7 that the launch of e-news would help drive more visitors to the website;
- (ix) to note the risk register and that in relation to "loss or damage to historic collections or buildings" (a) the outcome of the funding bid was awaited and plans were in place to protect the collection during work at the Dean Castle (b) the potential for problems arising from the Grand Hall sandstone build was being looked at jointly with East Ayrshire Council and (c) premises maintenance was a shared risk with East Ayrshire Council. In addition, as raised at the meeting, consideration should be given to the implications of "Brexit" linked to the risk of "reduction in service payments from East Ayrshire Council". A development session for Trustees on the risk register, led by Scott-Moncrieff, was scheduled for Tuesday 11 October 2016 at 1800 hours; and
- (iv) otherwise, to note the contents of the report.

SCHEME OF DELEGATION

6. There was submitted a report dated 28 July 2016 (circulated) by the Chief Executive which sought approval for the updated Scheme of Delegation to be utilised by East Ayrshire Leisure.

It was agreed:-

- (i) to approve the updated Scheme of Delegation appended to the report; and
- (ii) otherwise, to note the contents of the report.

BOARD MEETING SCHEDULE

7. There was submitted a report dated 30 August 2016 (circulated) by the Chief Executive which proposed a quarterly schedule of Board meetings and topics for detailed Trustee consideration.

It was agreed:-

- (i) to approve the revised schedule of meetings proposed in paragraph 2.4 of the report, subject to reviewing the dates identified for the October and April development sessions which clashed with school holidays; and
- (ii) otherwise, to note the contents of the report.

PERFORMANCE AND AUDIT SUB-COMMITTEE

8. There was submitted a report dated 26 July 2016 (circulated) by the Chief Executive which sought approval for the appointment of Trustees to form the Performance and Audit Sub-Committee and appropriate substitutes.

It was agreed:-

- (i) to approve the remit of the Performance and Audit Sub-Committee as shown in paragraph 2.1 of the report;
- (ii) to approve the re-appointment of Councillors Eòghann MacColl and Neil McGhee and Independent Trustees Robin Hume, Elizabeth Young and June Minnery as members of the Performance and Audit Sub-Committee and to appoint Independent Trustees Jackie Livingstone and Jean Brown as substitute members;
- (iii) to note that the Sub-Committee would appoint its own Chair; and
- (iv) otherwise, to note the contents of the report.

STONEWALL SCOTLAND - NO BYSTANDERS CAMPAIGN

9. There was submitted a report dated 18 August 2016 (circulated) by the Chief Executive which sought approval of the Board to sign up to the Stonewall Scotland No Bystander Campaign.

It was agreed:-

- (i) that East Ayrshire Leisure sign Stonewall Scotland's No Bystander Campaign pledge;
- (ii) once the pledge has been signed, to remit the Chief Executive to encourage employees to sign to the pledge and ensure that the video is screened to employees;
- (iii) to screen the video at the next Board meeting; and
- (ii) otherwise, to note the contents of the report.

DATA PROTECTION

10. There was submitted a report dated 29 August 2016 (circulated) by the Marketing and Development Manager which sought approval for the roll-out of the Direct Marketing Policy across all service areas of East Ayrshire Leisure.

It was agreed:-

- (i) to approve the Direct Marketing Policy appended to the report as an "add on" to the existing Data Protection Policy; and
- (ii) otherwise, to note the contents of the report.

ANY OTHER COMPETENT BUSINESS

11. The Chief Executive reported verbally and it was noted:

- (i) the Trust had successfully recruited an Assistant Accountant and a Training and Development Officer;
- (ii) performers had been confirmed for this season's Grand Hall programme including Primal Scream and good audience levels were expected; and
- (iii) the Imprint Festival included a good programme of authors. Trustees should advise the Chief Executive if they wished to attend any of the events.

It was further noted that in the experience of Independent Trustees, the log-in token for accessing the Trust's internet was not user-friendly. It was agreed to review the log-in token arrangement/identify whether an alternative means of access could be provided.

DATES OF NEXT MEETING

- 12.** Trust Board - 29 November 2016; and
Performance and Audit Sub-Committee - 14 November 2016.

The meeting terminated at 1855 hours.