

EAST AYRSHIRE LEISURE TRUST BOARD OF TRUSTEES

MINUTES OF MEETING HELD ON TUESDAY 19 APRIL 2016 AT 1800 HOURS IN THE RECEPTION ROOM, GRAND HALL, LONDON ROAD, KILMARNOCK

PRESENT: Independent Trustee Elizabeth Young; Councillors Eòghann MacColl, Hugh Ross and Neil McGhee; Independent Trustees Robin Hume; Jean Brown, Jackie Livingston and June Minnery; and Joe McLachlan, Corporate Accounting Manager, East Ayrshire Council, Ex Officio Trustee.

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

APOLOGIES: Councillors Douglas Reid and Iain Linton; Independent Trustee Edward Rutherford; and Chris McAleavey, Depute Chief Executive: Safer Communities, East Ayrshire Council, Ex Officio Trustee.

CHAIR: Independent Trustee Elizabeth Young (Vice Chair).

DECLARATIONS OF INTEREST

- I. Independent Trustee Jean Brown declared a non-financial interest in Item 5 below, which she did not consider significant, and accordingly remained and participated in consideration and determination of this item.

PREVIOUS MINUTES

2. There were submitted and approved as a correct record, the Minutes of the Board meeting held on 1 March 2016 (circulated).

2.1 Matters Arising

It was noted:-

- (i) the new staff welfare facility at Annanhill Golf Club was now open and welcomed by the staff;
- (ii) the East Ayrshire Youth Theatre was not involved in any fundraising for St Joseph's Academy facilities;
- (iii) positive discussions had taken place with the Trade Unions on the revised staff structure for East Ayrshire Leisure;
- (iv) as part of the ongoing review and control of service operations to assist in meeting the 2016/17 savings target, a review of sport and community facilities was underway and a report would come forward to the Board in due course, including a review of opening hours at facilities;
- (v) East Ayrshire Council had confirmed that East Ayrshire Leisure would assume responsibility for charging for community venues, including facilities in schools, going forward;
- (vi) Anneke Freel was welcomed to her first Board meeting as Countryside Services Manager;

- (vii) the Board would be kept informed of progress with bookings for Cumnock Town Hall, and on the outcome of current funding bids for young people projects; and
- (viii) in relation to the Cumnock Town Hall closure for refurbishment, there was no income target applicable to this period, and staff costs had been minimised through redeployment measures.

MINUTES OF PERFORMANCE AND AUDIT SUB-COMMITTEE MEETING HELD ON 16 MARCH 2016

3. There were submitted and approved as a correct record, the Minutes of the Performance and Audit Sub-Committee meeting held on 14 March 2016 (circulated).

3.1 Matter Arising

It was noted that East Ayrshire Leisure's intranet/information portal was being populated for early roll out, pending discussions with I.T. about security/access issues. The intranet/information portal would be available to all East Ayrshire Leisure staff, and also have a restricted Board section, available only to Trustees. This section would contain core information about the Trust and any other information that Trustees would require to be able to access electronically. A demonstration would be provided at the next Board meeting in June and, if possible, Trustees would have access to the portal before the meeting. Trustees would be notified in advance of the June meeting should the timetable for getting access to the intranet not be achievable. Trustees were invited, in the interim, to consider what information/reports should be included.

PERFORMANCE REPORTING 2016-19

4. There was submitted a report dated 30 March 2016 (circulated) by the Chief Executive which provided details of the revised Performance Reporting arrangements developed by Trustees for the period of the new Business Plan 2016-19.

It was agreed:-

- (i) to approve the new format for Performance Monitoring reports for introduction in 2016/17; and
- (ii) otherwise, to note the contents of the report.

DEBT RECOVERY AND BAD DEBT POLICY

5. There was submitted a report dated 30 March 2016 (circulated) by the People and Finance Manager which sought approval for the introduction of East Ayrshire Leisure's Debt Recovery and Bad Debt Policy.

It was agreed:-

- (i) to approve the Debt Recovery and Bad Debt Policy;
- (ii) to include in the annual report to the Board, information on bad debt written off;
- (iii) to note that there was provision in the budget for writing off bad debt; and
- (iv) otherwise, to note the contents of the report.

CHARGES FOR COMMUNITY HALLS

6. There was submitted a report dated 5 April 2016 (circulated) by the Chief Executive which advised Trustees that responsibility for setting charges for Community Halls had transferred

to East Ayrshire Leisure and put forward proposals for a review of charges and transitional arrangements.

It was agreed:-

- (i) to remit to the Chief Executive to carry out a review of charges for Community Halls;
- (ii) to approve a transitional period of three months before the introduction of revised charges takes place, where facilities transfer to the Trust; and
- (iii) otherwise, to note the contents of the report.

2016-19 BUSINESS PLAN - FEEDBACK FROM EAST AYRSHIRE COUNCIL

7. There was submitted a report dated 11 April 2016 (circulated) by the Chief Executive which provided feedback from East Ayrshire Council regarding the Trust's Business Plan 2016-19 including a requirement to review its proposed target for increases in overall facility attendances for the period of the Business Plan, links to the Ayrshire and Arran Tourism Strategy, further information on EAGER coverage, and external funding.

It was agreed:-

- (i) to review the position in relation to the Council's observations regarding the Business Plan, as detailed in the report, and approve the amendments to the Business Plan under "projected attendance figures", "links to Tourism strategies", "Eager review programme", and "external funding" as shown in the report and the Appendix, for re-submission to the Council;
- (ii) to amend the wording of the "assumptions underpinning the strategic objectives and action plan 2016-19" in the report and the Appendix, as discussed and agreed at the meeting;
- (iii) that future consultation on the Business Plan with East Ayrshire Council should commence earlier to enable feedback to be taken into account; and
- (iv) otherwise, to note the contents of the report.

CHIEF EXECUTIVE'S REPORT

8. There was submitted and noted a report dated 31 March 2016 (circulated) by the Chief Executive which provided the Board with updates on key business issues including budget confirmation; AAA event programme for the forthcoming season; external funding from SportScotland for the Community Sports Hubs; Auchinleck Community Sports Hub launch; Doon Valley Leisure Centre Butterfly Events Triathlon; Clydebuild Puppet Theatre; the Still Life exhibition; Libraries review; Burns Birthday event; launch of the Open Studios Ayrshire event; Dean Castle funding bid; Cumnock Town Hall programmes; Palace and Grand Hall events; Living Wall project at Dean Castle Country Park; East Ayrshire Strategic Path Network; Ayrshire College agricultural and horticultural base at the Country Park; and extended VAT refund scheme for museums and galleries.

Comments regarding access to refreshment facilities and the lift at the Palace Theatre were noted.

In addition, comments regarding Sports Centre staff lack of engagement with parents attending events were raised, and these will be taken into account at future events.

ANY OTHER BUSINESS

9. The Chief Executive reported and it was noted that a report to Cabinet on 20 April 2016 which would update the General Services Capital Investment Programme contained details of investment proposals intended to deliver a wide range of improvements to the Council's property portfolio and infrastructure assets. These proposals included the entrance and car park areas at Loudoun Leisure Centre; new SGP at Stewarton Academy; new Doon Academy Campus, new William McIlvanney Campus; the office accommodation strategy; further investment in Dean Castle Country Park; proposals to attract a wider audience to the Dick Institute; and replacement of 2 mobile libraries.

The investment proposals were welcomed by the Board.

DATE OF NEXT MEETINGS

9. Trust Board: 7 June 2016
Performance and Audit Sub-Committee: 23 May 2016

The meeting terminated at 1950 hours.