

EAST AYRSHIRE LEISURE TRUST BOARD OF TRUSTEES

MINUTES OF MEETING HELD ON TUESDAY 29 NOVEMBER 2016 AT 1800 HOURS IN THE BOSWELL CENTRE, AUCHINLECK

PRESENT: Independent Trustee Elizabeth Young; Councillors Eòghann MacColl, Hugh Ross and Neil McGhee; Independent Trustees Robin Hume, Jackie Livingston, Robert Mann and June Minnery; 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, Dianne McGregor, Marketing and Development Manager, Chris Murphy, Sport and Community Venues Manager, Jackie Biggart, People and Finance Manager, Anneke Freel, Countryside Services Manager, Lorraine Russell, Senior Accountant and Shirley Andrews, Training and Development Officer, all East Ayrshire Leisure Trust; and Amanda Lowe, Human Resources Manager and Gillian Hamilton, Democratic Services Officer, both East Ayrshire Council.

APOLOGIES: Councillors Douglas Reid and Iain Linton; and Independent Trustee Jean Brown.

CHAIR: Independent Trustee Elizabeth Young (Vice Chair).

DECLARATIONS OF INTEREST

1. No declarations of interest were intimated.

MINUTES OF PREVIOUS MEETING

2.1 Minutes of Board Meeting held on 13 September 2016

There were submitted and approved as a correct record the Minutes of the Board Meeting held on 13 September 2016 (circulated).

Matter Arising

- 2.1.1 It was noted that good progress was being made with the Best Value Review of Leisure Services. A special meeting of the Board might be needed to deal with the Review findings.

2.2 Minutes of AGM held on 13 September 2016

There were submitted and approved as a correct record the Minutes of the AGM held on 13 September 2016 (circulated).

MINUTES OF PERFORMANCE AND AUDIT SUB-COMMITTEE

3. There were submitted and noted the Minutes of the Performance and Audit Sub-Committee held on 14 November 2016 (circulated).

NO BYSTANDERS - VIDEO

4. The Board welcomed Shirley Andrews, newly appointed Training and Development Officer, who presented a short film on the Stonewall Scotland – No Bystanders Campaign.

It was noted that all East Ayrshire Leisure employees would view the film and be encouraged to sign up to the Campaign Pledge.

Trustees welcomed the initiative and congratulated East Ayrshire Leisure on being a pro-active employer in this regard.

EMPLOYMENT POLICIES

5. There was submitted a report dated 29 November 2016 (circulated) by the Head of Human Resources, East Ayrshire Council which recommended proposed changes to the following Human Resources Policies: Grievance Procedure, Harassment and Bullying Policy, Code of Conduct, Smoking in the Workplace Policy, Exit Interview Procedure, Recruitment and Selection Policy, Breastfeeding and Return to Work Policy, Career Break Scheme, Homeworking, Special Leave, Relocation, Disciplinary Policy and Procedures and Whistleblowing; and the adoption of Disclosure Scotland Policies, a Drugs and Alcohol Policy and an Enhanced Annual Leave Scheme.

It was agreed:-

- (i) to approve the updated and new HR Policies detailed in the report;
- (ii) to note that the Policies were being rebranded for East Ayrshire Leisure;
- (iii) to note that the Policies would be posted on the East Ayrshire Leisure Information Portal and any future updates would be reported through the Chief Executive's regular report to the Board;
- (iv) to note that the Trade Unions had inputted to all of the changes in the HR Policies through the collective bargaining process with Management and HR;
- (v) to note in relation to employees having the opportunity to supplement their existing annual leave entitlement through the Enhanced Annual Leave Policy, that any requests would only be approved subject to the exigencies of the service and uptake would be closely monitored;
- (vi) to note that all HR Policies were subject to an annual desktop review; and
- (vii) otherwise, to note the contents of the report.

Councillor Eòghann MacColl joined the meeting during consideration of the above item.

PERFORMANCE REPORT JULY TO SEPTEMBER 2016

6. There was submitted a report dated 29 November 2016 (circulated) by the Chief Executive which provided the Board with a summary of the performance of Trust services for the period July to September 2016 and highlighted significant aspects of performance for Trustees' consideration.

It was agreed:-

- (i) to approve the East Ayrshire Leisure Performance report for July to September 2016;
- (ii) to note that a surplus of £52,230 was currently projected and it was envisaged that this amount would be utilised to assist in the management of the £141,090 budget savings yet to be identified in 2016/17;
- (iii) to note that an updated Risk Register, developed through discussions with Trustees at the session held on 26 October 2016, would be included in future Performance reports commencing in 2017/18;
- (iv) to note the variances arising from advertising and recruitment of Independent Trustee, reduction of income at Muirkirk and Patna Games Halls and bank staff cover for absence at Grange Campus;

- (v) to note that the allocated reserves sum in Table C for AAA pole vault was now no longer required and had been reallocated to the 2016 Fireworks Display pending the outcome of a funding bid to the Renewable Energy Fund;
- (vi) to note the intention to include the External Funding Declined Applications Table in future Performance reports, in the interest of good transparency and to evidence the level of effort which continued to go into this area of activity;
- (vii) to note that the DCCP Urban Farm Project – Tesco Bags of Help funding bid had been resubmitted and in-Store voting was encouraged;
- (viii) to note that there may be a profiling issue with the Performance Scorecard indicator “actuals” which was being looked at. It was expected that the indicators would recover by year end;
- (ix) to note in response to points raised at the meeting concerning St Joseph’s Academy (i) that Peace had relocated to a local church to comply with child care requirements; and (ii) the SGP was fully operational;
- (x) following the outcome of the recent Internal Audit of Hospitality Services, to note the follow up information (circulated) which indicated significant improvement since changes were implemented, which would continue to be monitored; and
- (xi) otherwise, to note the contents of the report.

DEAN CASTLE COUNTRY PARK CATERING CONTRACT

7. There was submitted and noted a report dated 29 November 2016 (circulated) by the Chief Executive which provided the Trustees with information regarding the proposed catering contract for Dean Castle Country Park and the process that will be undertaken to select a third party provider for the service.

It was further noted:

- (i) that there was flexibility in the proposed catering contract to explore options for the provision of a permanent bar and café facility at the Palace Theatre Complex; and
- (ii) that as part of the HLF funding bid, a full financial analysis at business planning stage had been undertaken in relation to the proposed Education and Residential Centre at Dean Castle Country Park.

CHIEF EXECUTIVE'S REPORT

8. There was submitted and noted a report dated 29 November 2016 (circulated) by the Chief Executive which provided the Board with updates on key issues not be covered by other agenda items:- partnership with Ayrshire College, Community Asset Transfer, Training and Development activity, Kay Park Fireworks Display, Sports Hall Athletics, Staff Recognition Awards, Office Moves, Homeworks Service, Theatre at the Palace and Visit Scotland Accreditation.

It was further noted:

- (i) that updated crowd dispersal arrangements had been effective after the recent Primal Scream concert in the Grand Hall;
- (ii) Scott-Moncrief had been reappointed as external auditor for East Ayrshire Leisure;

- (iii) the details and outcome of a recent accident involving a staff member at the Dick Institute;
- (iv) the sad death of a spectator at a football match at Doon Valley Leisure Centre;
- (v) the “glossy” East Ayrshire Leisure Annual Report 2015/16 (circulated) which was welcomed. The Report would be circulated to Trustees not in attendance, East Ayrshire Council and other Leisure Trusts having an interest. Extra copies could be made available to Trustees on request;
- (vi) Homewords was an excellent example of alternative Library service delivery;
- (vii) 2 new Mobile Library Service vehicles had been secured by tender and they would be operational by financial year end;
- (viii) Any community interest in bringing The Jougs back into use would be welcomed. The Trust would work with any interested party, however, due to location and access issues, any proposals would require careful consideration of safety issues and feasibility. The new lessee of the National Burns Memorial Tower in Mauchline was delighted with the premises;
- (ix) ACDI had secured 2 years funding for a Development Officer for the Boswell Centre (25 hours per week). It was anticipated that the post would encourage increased and more varied usage of the premises;
- (x) This year’s Fireworks Display had been a successful and popular event. Securing donations to assist with the cost of the event continued to be challenging; and
- (xi) The Board, on behalf of East Ayrshire Leisure, wished to pass on their best wishes to Jean Murphy of the Dick Institute.

8.1 Councillor Jim Buchanan

The Board was saddened by the recent death of Councillor Jim Buchanan early in November after a short illness. Councillor Buchanan had served as a Trustees when the East Ayrshire Leisure was established.

COUNTRYSIDE SERVICES UPDATE - PRESENTATION

9. The Countryside Services Manager gave a presentation, which updated the Board on various aspects of the Service and, during the presentation, Trustees took the opportunity to ask questions.

There is an open invitation for Trustees to meet with Anneke Freel and the Countryside Services team to learn more about any of the services the team provides, Trustees should contact Anneke in the first instance.

DATES OF NEXT MEETINGS

10. Performance & Audit Sub-Committee: 13 February 2017

Trust Board: 28 February 2017

The meeting terminated at 1935 hours.