

## **EAST AYRSHIRE LEISURE TRUST**

### **MINUTES OF MEETING HELD ON TUESDAY 27 FEBRUARY 2018 AT 1800 HOURS IN THE COUNCIL CHAMBERS, COUNCIL HEADQUARTERS, LONDON ROAD, KILMARNOCK**

**PRESENT:** Councillor Trustees Elena Whitham, Ian Grant, Clare Maitland and Neil McGhee; Independent Trustees Robin Hume, Jean Brown, Jackie Livingston and Robert Mann; and Chris McAleavey, Depute Chief Executive: Safer Communities and Joe McLachlan, Corporate Accounting Manager, East Ayrshire Council, ex officio Trustees.

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

**ALSO ATTENDING:** Alan Thomson and Penny Dougherty, Unique Events (for Item 3 below).

**APOLOGY:** Councillor Trustee Iain Linton.

**CHAIR:** Councillor Elena Whitham, Chair.

### **ORDER OF BUSINESS**

1. It was agreed to reorder the business to that shown below.

### **DECLARATIONS OF INTEREST**

2. Councillor Trustees Neil McGhee and Independent Trustees Robin Hume and Jackie Livingston, all representing users of facilities, declared a non-financial interest in Item 5 below, which they did not consider significant and accordingly remained and participated in consideration of this Item.

### **ILLUMINIGHT 2018-20**

3. There was submitted a report dated 13 February 2018 (circulated) by the Countryside Services Manager which provided a summary of performance for the Illuminight event in 2017 and presented a proposal from Unique Events to stage the event on a partnership basis for the next three years.

The Board welcomed Alan Thomson and Penny Dougherty of Unique Events who gave a presentation in relation to the above.

Discussion took place as summarised below:-

- Trustees congratulated Unique Events for delivering the 2017 event in challenging circumstances given the major redevelopment work that had been taking place at the venue;
- Trustees suggested additional sound and music as an added dimension to the light show;
- Trustees noted the financial loss made in 2017 and received assurances from Unique Events regarding the anticipated profitability of future events. A cautious approach to building audience was urged over a proposed 3 – 5 year plan. Based on experience of

similar events in other areas, there was incentive to get to years 4 and 5, when more profit and visitors numbers were projected;

- Trustees, for comparison purposes, wished to see a breakdown of the financial information presented in the slides and in the information circulated at the meeting;
- Trustees raised issues around the booking system for carers' tickets and parking provision and suggested introducing a map or "ap" for installations at each station. A joint agency planning group would look at all event components, including tightening up of parking restrictions, and the possibility of a shuttle bus service. The development of a multi-media, interactive map is being considered by Unique subject to a funding bid being successful;
- Trustees welcomed the proposals to introduce "premier" tickets for weekend slots and to have longer trails and themed installations and asked that Unique also consider more options for family tickets, marketing opportunities (e.g. branded torches), whole family fairground rides (e.g. big wheel), provision of good quality Ayrshire food, an alternative location for the "screaming wall" and ways of capturing customer feedback information at the exit;
- Food and drink areas, including picnic tables and seating, would provide "stopping places" for groups of older and less ambulant people;
- Sponsors were already expressing an interest in the 2018 event. There was a tiered system of sponsorship, including "friends of Illuminight";
- Unique Events were looking for agreement to deliver the event over 5 years, with an annual review. This was supported in principle by Trustees as a solid foundation to plan for the future, with a pause in year 3 for wider reflection and review around financial health. It was confirmed that there was room for further negotiation around a 3 +1 +1 years' contract;
- Crowd capacity needed to work for the space; and
- Aiming for April for local promotion and early bird tickets.

It was agreed:

- (i) to note the findings from the review of Illuminight 2017 and the financial position;
- (ii) to agree in principal to enter into a partnership agreement with Unique Events to deliver Illuminight at Dean Castle Country Park for the next 3 years, building on the 2017 experience, with an option to continue into years 4 and 5, subject to satisfactory reviews;
- (iii) to remit to the Chief Executive, in consultation with East Ayrshire Council's Legal Team, to develop an appropriate agreement with Unique Events to deliver Illuminight in Dean Castle Country Park on the above basis and to report back to the Board at contract stage;
- (iv) to look at event ownership issues as part of the above negotiations;
- (v) that the Board be involved in the development of the 2018 programme – noted that the next steps involved developing a project delivery timeline, securing funding and engaging artists. The Board could expect a report back in 3 months' time on detailed proposals and an update on ticket sales one month prior to the event taking place; and

(vi) otherwise to note the report.

The Board thanked the representatives of Unique Events for the presentation and they left the meeting.

Independent Trustee Robert Mann joined the meeting during the presentation.

## **MINUTES OF PREVIOUS MEETINGS**

### **4.1 Minutes of Board Meeting held on 24 January 2018**

There were submitted and approved as a correct record, the Minutes of the Board Meeting held on 24 January 2018 (circulated).

Ex Officio Trustee Chris McAleavey spoke about the email that had been circulated to Trustees earlier that day regarding the integration of East Ayrshire Leisure Trust and Trustees of Kilmarnock Leisure Centre. It was noted that the original timescale for integration was April 2018. For a range of reasons explained at the meeting, the timescale was now extended to April 2019. In particular, East Ayrshire Council's Cabinet wished to look again at options for the Galleon Centre and a Member Officer Working Group (MOWG) had been established for this purpose and to bring back options to Cabinet. As a consequence, discussions around integration were paused and existing governance arrangements would continue with background work also continuing to be undertaken. Officers would report back to both Boards in due course. Membership and operational arrangements for the MOWG would be communicated to the Board when these were confirmed.

It was suggested that officers could look at the Peak at Stirling Sports Village as an example of good practice in relation to provision of sport and leisure facilities.

### **4.2 Minutes of Performance and Audit Sub-Committee held on 12 February 2018**

There were submitted and noted the Minutes of the meeting of the Performance and Audit Sub-Committee held on 12 February 2018 (circulated).

## **CHARGES FOR SERVICES 2018/19**

5. There was submitted a report dated 13 February 2018 (circulated) by the Chief Executive on proposals for charges for services for 2018/19.

Following discussion it was agreed:-

- (i) to approve the schedule of charges attached as Appendix I of the report;
- (ii) to note the arrangements in place for supporting staff to engage with customers on the new approach to transaction charges and the Palace Theatre Box Office;
- (iii) that Trustees supported the retention of the sport and community venues loyalty discount; given the anticipated impact on income and attendances of removing this; and
- (iv) otherwise, to note the contents of the report.

## **TRUST BUDGET 2018/19**

6. There was submitted a report dated 12 February 2018 (circulated) by the Chief Executive which confirmed the Trust's budget position for 2018/19 and showed how the savings target of £190,750 would be met from service reviews.

It was agreed:

- (i) to approve the budget position shown in the report;
- (ii) to note the challenge of increasing income whilst keeping prices affordable; and
- (iii) otherwise, to note the report.

### **PERFORMANCE REPORT OCTOBER TO DECEMBER 2017**

7. The was submitted a report dated 13 February 2018 (circulated) by the Chief Executive which provided details of the Trust's performance for the period October to December 2017, the third quarter of the 2017/18 financial year.

It was agreed:-

- (i) to approve the Performance Report for October to December 2017;
- (ii) to explore any options for mobile vending provision in sports venues, to improve customer experience;
- (iii) to approve the reallocation of funds for Annanhill Golf Course – 4<sup>th</sup> Green to Keep Scotland Beautiful to carry out an audit of venues to measure performance in energy efficiency (£5,000) and to supplement the play area at Dean Castle Country Park (£6,346);
- (iv) to note that the performance scorecard was being reviewed for accuracy and to make it more reflective of the progress against 2016/19 Action Plan;
- (v) to note that an entry on generating income would be added to the risk register next year;
- (vi) to note the summary of key findings for the customer and employee satisfaction surveys and the actions being taken forward including a staff newsletter, more openness about meetings schedule, more visibility of senior managers and promoting understanding of services internally within the organisation. Trustees also wished to see “not for profit” charitable values promoted; and
- (vii) otherwise, to note the report.

### **REVIEW OF CULTURAL SERVICES**

8. There was submitted an updated report dated 13 February 2018 (circulated) by the Cultural Services Manager putting forward changes to management and operations within the Cultural Services Team to deliver financial savings and support service development and improvement.

It was agreed:-

- (i) to rename Cultural Development to Arts/Libraries/Museums Development;
- (ii) to recommend to East Ayrshire Council the closure of Newmilns Library;
- (iii) to approve the change in operation of Grand Hall and introduce as soon as possible after 1 April 2018;
- (iv) to approve the revised charges for Youth Theatre as outlined in the report and in the charging paper;
- (v) to rationalise the opening hours at Cumnock Town Hall and continued with the operation of bars being delivered exclusively through the Hospitality Service;

- (vi) to develop the Hospitality Services and the growth proposal highlighted in the Business Plan;
- (vii) to approve the proposals for Libraries, Arts/Libraries/Museums Development and Collection Care;
- (viii) to approve the proposed changes to the operation of Auchinleck Boswell Centre subject to customer consultation and final approval at a Board Meeting in six months for full implementation;
- (ix) to approve the proposed changes to the operation of Darvel Town Hall subject to customer consultation and final approval at a Board Meeting in six months for full implementation;
- (x) to approve the proposed changes to the operation of Stewarton Area Centre subject to customer consultation and final approval at a Board Meeting in six months for full implementation;
- (xi) to approve the proposed changes to the operation of Morton Hall subject to customer consultation and final approval at a Board Meeting in six month for full implementation;
- (xii) to approve the proposed changes to the operation of Galston Community Centre subject to customer consultation and final approval at a Board Meeting in six months, or earlier if practicable, for full implementation;
- (xiii) to note that Trustees appreciated the work that had gone into bringing forward the review of Cultural Services;
- (xiv) to consider how to strengthen arrangements for communicating with External Trustees on the events programme; and
- (xv) otherwise, to note the report.

### **CHIEF EXECUTIVE'S REPORT**

9. There was submitted and noted a report dated 21 February 2018 (circulated) by the Chief Executive which updated the Board on key issues including Year of Young People events, Museum Service grant for a new database to “future proof” collection management systems, Dean Castle closed to the public for extensive restoration and modernisation works, Barclay Review of Business Rates outcome and emerging issues, Community Sports Hubs returning to East Ayrshire Council, Dean Castle Country Park Volunteering Programme, East Ayrshire Council’s 10 year Capital Investment Programme and OSCR reminder regarding safeguarding responsibilities and notifiable events. It was agreed that Trustees would forward any comments on the Trust’s Safeguarding Policy to John Griffiths within two weeks.

It was agreed to approve the meetings schedule for 2017/18 as shown below and that venues would be confirmed in due course:

<b>Date</b>	<b>Meeting</b>
April 2018 TBC	Development Session - Climate Change
Tuesday 24 April 2018	Trust Board
Monday 21 May 2018	Performance & Audit Sub Committee
Tuesday 5 June 2018	Trust Board
Monday 20 August 2018	Performance & Audit Sub Committee

<b>Date</b>	<b>Meeting</b>
Tuesday 18 September 2018	AGM and Trust Board
October 2018 TBC	Trust Board
Monday 12 November 2018	Performance & Audit Sub Committee
Tuesday 27 November 2018	Trust Board
Tuesday 15 January 2019	Trust Board
Monday 11 February 2019	Performance & Audit Sub Committee
Tuesday 26 February 2019	Trust Board

The meeting terminated at 2020 hours.