

## **EAST AYRSHIRE LEISURE TRUST**

### **MINUTES OF SPECIAL MEETING HELD ON TUESDAY 29 JANUARY 2019 AT 1800 HOURS IN THE DICK INSTITUTE, ELMBANK AVENUE, KILMARNOCK**

**PRESENT:** Councillor Trustees Elena Whitham, Iain Linton and Clare Maitland; Independent Trustees Robin Hume, Jean Brown, Jackie Livingston, Robert Mann and June Minnery; and Bob McCulloch, Acting Head of Housing and Communities; and Joe McLachlan, Acting Head of Finance and ICT, both ex officio Trustees.

**ATTENDING:** John Griffiths, Chief Executive; Adam Geary, Cultural Services Manager; Chris Murphy, Sport and Community Venues Manager; Jackie Biggart, People and Finance Manager; Anneke Freel, Countryside and Outdoor Activity Services Manager; all East Ayrshire Leisure Trust and Gillian Hamilton, Democratic Services Officer, East Ayrshire Council.

**APOLOGIES:** Councillor Trustees Ian Grant and Neil McGhee.

**CHAIR:** Councillor Elena Whitham Chair.

#### **DECLARATIONS OF INTEREST**

1. No declarations of interest were made.

#### **MINUTES OF PREVIOUS MEETING**

2. There were submitted and approved as a correct record, the Minutes of the previous Board Meeting held on 27 November 2018 (circulated).

#### **2.2 MATTERS ARISING**

It was noted that reports would come forward to the Board on the performance of the Bricktropolis and Illuminight 2018 events; and from the Head of Human Resources, East Ayrshire Council on senior management options on the departure in May 2019 of the incumbent Chief Executive.

#### **ORDER OF BUSINESS**

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

#### **REVIEW OF COUNTRYSIDE AND OUTDOOR ACTIVITY FACILITIES**

4. There was submitted a report dated 12 January 2019 (circulated) by the Countryside and Outdoor Activity Services Manager which detailed a review of all facilities operated by Countryside and Outdoor Activity Services and made recommendations which were anticipated would make the venues more efficient, respond to customer demand and introduce a programme of modernisation and innovation.

It was agreed:-

- (i) **to note the detail of the facility review provided by the Countryside and Outdoor Activity Services Manager;**
- (ii) **to approve the review of opening hours for Dean Castle Country Park and associated employee and financial implications for the catering services until October 2019 to enable a full option appraisal to be carried out.** Noted (a) that consideration was being given to locating a vending kiosk at the Dean Castle Country Park Rural Life Centre for use by visitors outwith café opening hours as part

of an overall vending review across East Ayrshire Leisure venues; and (b) that the wider proposals for the Dean Country Park impacted more on staff duties and functions, rather than significant changes to working patterns;

- (iii) **to remit the Countryside and Outdoor Activity Services Manager to carry out a review of the Countryside Ranger Service and volunteering opportunities and arrangements across East Ayrshire Leisure as part of the East Ayrshire Leisure Business Plan. This review to take place in 2019/20;**
- (iv) **to approve the review of opening hours for Ayrshire Athletics Arena and associated employee and financial implications to allow a focus on athletics development through an enhanced coaching programme and athletics pathway as well as a focus on volunteering and programming. Implementation to take place in April 2019.** Noted that the Ayrshire Athletics Arena would continue [a] to accept bookings outwith the proposed new core hours in line with existing charging policy and management arrangements in place in other community venues; and [b] to provide a venue for a range of high profile competitions and events;
- (v) **to approve the review of opening hours for Annanhill Golf Course and associated employee and financial implications to allow a focus on an enhanced coaching programme, modernisation and youth development as well as improved programming. Implementation scheduled for April 2020;**
- (vi) **to approve the two strand management arrangements for pavilions that would encourage greater community ownership and engagement and allow the most popular pavilions to be a focus for enhanced community programming. Implementation in June 2019;**
- (vii) **to approve, subject to securing additional ring-fenced funds from East Ayrshire Council, the creation of an Access Maintenance Team to co-ordinate the maintenance and monitoring of the East Ayrshire Strategic Path Network. East Ayrshire Council Cabinet would consider the proposals in February 2019. Implementation in June 2019.** Noted that Trustees welcomed the proposals to introduce modern apprenticeships and community path wardens; and
- (viii) otherwise, to note the contents of the report.

Independent Trustee Jean Brown joined the meeting during consideration of the above item.

### **EAST AYRSHIRE LEISURE FORWARD PLAN**

5. There was submitted a report dated 17 January 2019 (circulated) by the Chief Executive which highlighted the unique opportunity that East Ayrshire Leisure now has to assess its current situation, address a range of issues and develop its plans for the future, resetting the Trust and changing the dynamics of its working arrangements and relationship with East Ayrshire Council.

It was agreed:-

- (i) **to extend the current Business Plan to cover 2019/20 with a new plan produced for 2020/22 and to remit the Chief Executive to seek approval for the revised Business Plan proposals from East Ayrshire Council;**
- (ii) **that the current agreements between the Trust and the Council are updated to support the 2020-22 Business Plan;**

- (iii) **to propose that a detailed review of the Trust's facility remit is carried out in 2019/20, jointly with East Ayrshire Council** and in consultation with local communities (links to [iv] below), **on a community by community basis**, to assess the effectiveness of facility usage with a view **to delivering savings in 2020/21**. The Chief Executive would present a timeline for the facility review to the next meeting.
- (iv) **to remit the Chief Executive to provide a report on Customer and Community Engagement with plans for future improvements for consideration at a Trustee Development Session in 2019/20** (links to [iii] above);
- (v) **to note the potential requirement to update the Trust's constitution, particularly in terms of Board representation, and keep this matter under review.** Chief Executive to provide Trustees with information on OSCR good governance requirements/expectations in respect of the make-up of a Board;
- (vi) **to give consideration to the skill sets and specific experience that prospective Trustees should have to inform future Trustee recruitment.** This should include an audit of existing skill set and any training requirements and would inform recruitment for the vacant Trustee position. The Chief Executive would liaise with East Ayrshire Council's Human Resources on an information session for Trustees and provide an update at the next meeting;
- (vi) **to consider all aspects of the Trust's proposition and how this would relate to the future marketing and branding of the organisation at a separate Trustee Development Session to be held on 2019/20.** This would follow on from the above proposals, which were all inter-connected, in conjunction with developing the new business plan and progressing amalgamation with Kilmarnock Leisure Centre Trust;
- (viii) **to approve the means of meeting savings targets as shown in Section 4 of the report for agreement with East Ayrshire Council.** Noted requirement to reset income targets and identify savings. Expectation that savings will come from facilities review which will identify what should be retained;
- (ix) to note the key aspects of East Ayrshire Council's Transformation Strategy that might impact on the Trust's future plans and that the Trust was being kept apprised of the Council's changing priorities and of best practice being implemented in this regard;
- (x) to note the current position regarding the amalgamation of East Ayrshire Leisure and Kilmarnock Leisure Centre Trust, as summarised in the report; and
- (xi) **otherwise, to note the contents of the report.**

The meeting terminated at 1915 hours.