

PERFORMANCE AND AUDIT SUB-COMMITTEE

MINUTES OF MEETING HELD ON TUESDAY 9 FEBRUARY 2016 AT 1800 HOURS IN THE RECEPTION ROOM, GRAND HALL, LONDON ROAD, KILMARNOCK

PRESENT: Councillors Eòghann MacColl and Neil McGhee; and Independent Trustees Robin Hume and Elizabeth Young.

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

APOLOGIES: Independent Trustee June Minnery.

CHAIR: Independent Trustee Robin Hume.

DECLARATIONS OF INTEREST

1. No declarations of interest were intimated.

ORDER OF BUSINESS

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

MINUTE OF PREVIOUS MEETING

3. There was submitted and approved as a correct record the Minute of the Performance and Audit Sub-Committee meeting held on 11 August 2015 (circulated).

EAST AYRSHIRE LEISURE PERFORMS REPORT (OCTOBER TO DECEMBER 2015)

4. There was submitted a report dated 25 January 2016 (circulated) by the Chief Executive which provided the Board with a detailed summary of the performance of Trust services for the period October to December 2015 and highlighted any significant aspects of performance for Trustees' consideration.

It was agreed:-

- (i) to approve the East Ayrshire Leisure Performs report for October to December 2015;
- (ii) to note that proposals would come forward for expenditure of the projected surplus of £191,180 at year end;
- (iii) that Trustees be provided with clarification regarding the projected outturn to 31.3.16 in table C of the report for Libraries and for Cultural Development;
- (iv) to note that the actual expenditure as a % of annual estimate in tables C and D of the report for Employee Costs was due to payroll profiling;
- (v) to note that discussions were underway with EAC to review the SLA and it was envisaged that additional costs would be required as different ways of operating were identified in relation to bringing Finance and HR functions in house. Proposals would come forward to the Board in this regard;

- (vi) to note that the £33,140 transfer from reserves was paying for Marketing staff, as previously agreed by the Board;
- (vii) to note that the allocation from unrestricted reserves of £15,000 for DCCP security fence was not now required as this would form part of the contractors compound during works period;
- (viii) to note that £5,800 of the total allocation from unrestricted reserves of £15,000 for fireworks display had not been required and was released as uncommitted;
- (ix) to note that EAC was seeking additional savings of £229,000 from East Ayrshire Leisure during 2016/17. A report would come forward to the Board meeting on 1.3.16 proposing a package of solutions to the funding challenge;
- (x) to note in relation to CAT (community asset transfer), that the Trust's premises remit was confirmed going forward into the new financial year. Cabinet, in March, would receive final CAT reports, including any premises not yet addressed;
- (xi) to note the expected completion date of Feb 16 for Annanhill Staff Welfare Facilities;
- (xii) to note that whilst Cumnock Town Hall was now operational, the new sound and lighting equipment had not yet been used, pending staff training; final flooring and drapes work had to be completed and some snagging issues were still to be resolved;
- (xiii) in relation to the Palace Theatre/Grand Hall, to note that attendances at music events had been good, however, 3 regular weekly bookings no longer used the Grand Hall, with 2 of these due to the retiral of the activity organiser;
- (xiv) to note that Bookbug sessions were no longer being carried out by the North Mobile Library, these being rotated, and there had been fewer primary class visits;
- (xv) that consideration would be given to a better, more useful format of performance reporting, particularly in relation to reporting attendances, business initiatives, and risk register linked to the new business plan, progress against action plan, and H&S exception reporting, at a Trustees' session to be arranged;
- (xvi) that a separate session be arranged for consideration of performance reporting;
- (xvii) to note that the investment in Doon Valley Leisure Centre was reflected in the increased attendance;
- (xviii) to note that the charging policy for Boswell Resource Centre, Auchinleck was reflected in the budget and included an element of free lets for EAC services. However free bookings could be moved to accommodate paid bookings and free lets were managed so as not to incur any additional costs;
- (xix) to note that Boswell Resource Centre was being promoted locally through fliers and a programming survey which could be completed online or in the Library;
- (xx) to note that the digital sign board in the Boswell Resource Centre was available for promotion and for use by local businesses;
- (xxi) to note the low level of employee absences shown in the report;
- (xxii) to note that customer complaints were monitored, logged and circulated to managers for attention;
- (xxiii) to note the NPS (net promoter score) survey being piloted in Doon Valley and Loudoun and the intention to roll out to more facilities;

- (xxiv) to note that Mauchline Library was closed and a new Library was now housed within the re-designed Burns House Museum and Library; and
- (xxv) otherwise, to note the report.

INTERNAL AUDIT PROGRAMME 2016/17

5. It was agreed:

- (i) to proceed to consider the internal audit programme, notwithstanding that the internal auditor was not in attendance;
- (ii) to note the work outstanding from the previous year's internal audit programme which would be completed by the financial year end, or carried forward into the new programme for 2016/17;
- (iii) to note that reports on last year's programme would come forward to the Performance and Audit Sub-Group;
- (iv) to consider the areas suggested for inclusion in the new programme, these being follow up on the box office/booking system and internal control self-assessment;
- (v) to prioritise for the new programme a review of systems set up by the premises decommissioning group, data protection linked to the box office and booking system, loss/damage to historic collections linked to work at the DCCP, and a location audit;
- (iv) that the proposed Internal Audit programme is circulated for Trustees' consideration prior to the next Sub-Committee meeting, focusing on key risk areas; and
- (vii) to note that location audits were now being carried out by the Central Support Team.

DATES OF NEXT MEETINGS

6. Trust Board: 1 March 2016.

A schedule of meetings for the remainder of 2016/17, including the Performance and Audit Sub Group, would be submitted to the Board meeting on 1 March 2016.

The meeting terminated at 1905 hours.