

## **PERFORMANCE AND AUDIT SUB-COMMITTEE**

### **MINUTES OF MEETING HELD ON MONDAY 14 NOVEMBER 2016 AT 1800 HOURS IN THE RECEPTION ROOM, GRAND HALL, LONDON ROAD, KILMARNOCK**

**PRESENT:** Independent Trustees Robin Hume, Elizabeth Young, Jackie Livingstone, Jean Brown and June Minnery.

**ATTENDING:** John Griffiths, Chief Executive; Jackie Biggart, Central Support Manager; Lorraine Russell, Senior Accountant, all East Ayrshire Leisure Trust; and Gillian Hamilton, Democratic Services Officer, East Ayrshire Council.

**APOLOGIES:** Councillors Eòghann MacColl and Neil McGhee.

**CHAIR:** Independent Trustee Robin Hume.

#### **APPOINTMENT OF CHAIR**

1. It was unanimously agreed to appoint Robin Hume as Chair of the Performance and Audit Sub-Committee.

#### **DECLARATIONS OF INTEREST**

2. No declarations of interest were intimated.

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

3. There were submitted and approved as a correct record the Minutes of the Performance and Audit Sub-Committee meeting held on 23 August 2016 (circulated).

#### **Matters Arising**

- 3.1 It was reported verbally by the Chief Executive and noted:-
  - (i) the national E-book tender was in the process of being awarded. East Ayrshire Leisure would be part of a National Consortium, able to share purchasing power with a large number of Library services.
  - (ii) to note that following the outcome of the recent Internal Audit of Hospitality Services, follow up information was appended to the Performance Report July – September 2016 (Item 4 below), which indicated significant improvement since the changes were implemented, which would continue to be monitored.
  - (iii) a “glossy” version of the 2015/16 Annual Report was being worked on. Trustees would receive their own copy shortly.

#### **PERFORMANCE REPORT JULY-SEPTEMBER 2016**

4. There was submitted a report dated 3 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) that the new format Progress Against 2016-19 Action Plan was a better way of presenting information, also highlighting the number of events and activities taking place;
- (iii) to note that the Dick Institute and Palace Theatre Complex had received 4 star accreditation from Visit Scotland;
- (iv) to note that 5 star accreditation for the Palace Theatre Complex would likely involve provision of a permanent bar and café facility, however, the challenge was financial viability. Options could be explored in conjunction with the provision of a catering service for the Dean Castle Country Park in respect of which a report would come forward to the next Board meeting;
- (v) to note that an uplift in attendances at facilities was expected during the second half of the year. A wide range of activities was planned to help support an increase in attendances. The challenge was maintaining and increasing attendances at premises that were closing due to the ongoing implementation of the Community Asset Transfer Rationalisation Programme;
- (vi) to note that the newly appointed Market Research Consultant was looking at, amongst other things, the effectiveness of promotional packages undertaken to increase summer programme attendances, including 15,000 brochures distributed to schools and at major events;
- (vii) that staff absence levels should be recorded using the 8 days trigger (as opposed to percentage figure) going forward;
- (viii) to note that the overall net position in the Financial Performance to 30 September Table A was a favourable variance of £52,230;
- (ix) 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. Savings from delays in filling vacancies were non-recurring and the positions were now filled. Savings from facilities closed in year would stay with the Trust pending transfer to East Ayrshire Council the following year;
- (x) to note that the pension reserve figure in Reserves at 30 September 2016 Table A was based on 2015/16 and would be adjusted at 2016/17 valuation;
- (xi) to note that the allocated reserves sum in Table C for AAA pole vault which was now no longer required, had been reallocated to the 2016 Fireworks Display pending the outcome of a funding bid to the Renewable Energy Fund;
- (xii) to note the General Projects, and the External Funding Bids, both approved and declined. There were more opportunities in Cultural and Countryside for attracting external funding. Sports funding tended to be for big capital projects;
- (xiii) to note that there may be a profiling issue with the Performance Scorecard indicator “actuals”, which would be looked at. It was expected that the indicators would recover by year end;
- (xiv) to note that the current format Risk Register would continue until the end of this year, pending introduction of the new format developed in response to the outcomes of the recent Trustee Development Session;
- (xv) to note that an update on Community Asset Transfer would be provided in the Chief Executive’s report to the next Board meeting;

- (xvi) to note that the Best Value Review of East Ayrshire Leisure was ongoing. Key considerations for the Trust were (i) commercial cost v use of facilities; and (ii) general v specialist facilities;
- (xvii) that consideration would be given to involving staff, in addition to Managers, in the Health and Safety Group for a different perspective; and
- (xviii) to note that East Ayrshire Leisure was consulted on any changes being made to East Ayrshire Council's Health and Safety Policy and generally adopted the Council's Policies overall.

#### **DATES OF NEXT MEETINGS**

- 5. Trust Board - 29 November 2016; and  
Performance and Audit Sub-Committee - 13 February 2017.

The meeting terminated at 1845 hours.