

PERFORMANCE AND AUDIT SUB-COMMITTEE

MINUTES OF MEETING HELD ON MONDAY 13 FEBRUARY 2017 AT 1800 HOURS IN ST JOSEPH'S LEISURE CENTRE, GRASSYARDS ROAD, KILMARNOCK

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

ATTENDING: John Griffiths, Chief Executive; Jackie Biggart, Central Support Manager; Lorraine Russell, Senior Accountant, Chris Murphy, Sports and Community Venues Manager and Shirley Andrews, Training and Development Officer, all East Ayrshire Leisure Trust; and Gillian Hamilton, Democratic Services Officer, East Ayrshire Council.

CHAIR: Independent Trustee Robin Hume.

DECLARATIONS OF INTEREST

- I. No declarations of interest were intimated.

MINUTES OF PREVIOUS MEETING

2. There were submitted and approved as a correct record the Minutes of the Performance and Audit Sub-Committee meeting held on 14 November 2016 (circulated).

PERFORMANCE REPORT OCTOBER-DECEMBER 2016

3. There was submitted a report dated 25 January 2017 (circulated) by the Chief Executive which provided the Board with a summary of the performance of Trust services for the period October to December 2016 and highlighted significant aspects of performance for Trustees' consideration.

It was agreed:-

- (i) to approve the East Ayrshire Leisure Performance report for October to December 2016;
- (ii) to note the significant progress made towards the achievement of Action Plan objectives in the East Ayrshire Leisure Performance report and that the programme of development activities had been particularly successful in maintaining attendance figures. By comparison, the EPMS Performance Scorecard, which showed expected levels of performance across the main measured priorities, indicated that action was required in relation to overall attendances at Sport and Community Venues. The difference between the two reports was attributed to profiling and a detailed explanation was given at the meeting. The progress against Action Plan objectives better reflected the true position and the range of activity compared to the raw attendance figures shown in the EPMS Scorecard. Overall attendances at Sport and Community Venues were expected to outturn on projected target at year end. The EPMS Scorecard was to be changed at the end of the year and it was important to influence the new arrangement to improve profiling. Trustees were delighted with the 13% increase in attendance figures across venues during the 9 month period, as shown in the Performance Report. A detailed analysis of attendance figures was available on the Trust's information portal, including a comparison against previous reporting periods. The attendance target in the Action

plan might need another look, depending on the Trust's budget allocation going forward. In addition, the asset transfer programme continued to impact on attendance levels.

- (iii) to note the financial performance, overall net position, that a financial surplus of £71,750 was currently projected and it was envisaged that this sum, together with unallocated reserves, would be utilised to assist in the management of the £141,090 2016/17 budget savings yet to be identified. Golf had moved to Countryside Services from 1 October 2016;
- (iv) to note that the best value review of East Ayrshire Leisure Trust was nearing completion and the findings would be reported to the next Board meeting;
- (v) to note the timescale for consideration of funding for the 2016 fireworks event – the application would be submitted to the Grants Committee on 8 June 2017;
- (vi) to note in relation to the EPMS Performance Scorecard indicators requiring intervention (a) the factors affecting “customer visits to Sport and Community Venues”: more competition with other facilities including Ayrshire College, venues being quieter over the Xmas period and people generally having less money to spend on leisure. Spaces in the programme were being promoted with a view to filling them, in particular on the basis of block bookings rather than pay and play. Recognising the Trust's charitable purpose, the pricing structure should be kept under review to enable people to make use of facilities; and (b) that 10 longer-term sickness absences had affected the “average days lost per employee”. Bespoke training was being introduced as part of the sickness absence management process. This initiative was commended by the Trustees;
- (vii) that the Chief Executive raise with the Project Board the issue of lack of toilet facilities at Dean Castle Country Park during the programme of works currently underway, to identify whether temporary facilities could be provided;
- (viii) to note that the format current Risk Register would continue until the end of this year, pending introduction of the new format developed in response to the outcomes of the Trustee Development Session on this topic. A follow-up report on data protection would come forward to the Performance and Audit Sub Group meeting in May; and
- (ix) otherwise, to note the contents of the report.

STAFF RECOGNITION AWARDS

4. There was submitted a report dated 25 January 2017 (circulated) by the People and Finance Manager which sought approval for the first Staff Recognition Awards.

It was agreed:-

- (i) to approve the nominations for the external awards of 'Delivering Excellent Customer Service' and the internal award of 'Going the Extra Mile', and to arrange appropriate publicity;
- (ii) having heard Shirley Andrews on the arrangements proposed for revising the Staff Recognition Award Scheme, to approve the proposed revisions, subject to further consideration of the language in the proposed nomination criteria for “Going the Extra Mile”
- (iii) to note that promotion of the Staff Recognition Awards would be ongoing to generate interest and encourage nominations; and
- (iv) otherwise, to note the contents of the report.

DATES OF NEXT MEETINGS

5. Trust Board – Noted that the next scheduled date of 28 February 2017 was likely to change to 6 March 2017, to be confirmed with Trustees; and
Performance and Audit Sub-Committee - 22 May 2017.

The meeting terminated at 1905 hours.