

PERFORMANCE AND AUDIT SUB-COMMITTEE

MINUTES OF MEETING HELD ON MONDAY 21 AUGUST 2017 AT 1800 HOURS IN ST JOSEPH'S LEISURE CENTRE, GRASSYARDS ROAD, KILMARNOCK

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

ATTENDING: Jackie Biggart, People and Finance Manager; Dianne McGregor, Marketing and Development Manager; Anneke Freil, Countryside Services Manager; Chris Murphy, Sports and Community Venues Manager; Adam Geary, Cultural and Countryside Manager and Lorraine Russell, Senior Accountant, all East Ayrshire Leisure Trust; and Gillian Hamilton, Democratic Services Officer, East Ayrshire Council.

ALSO ATTENDING: Karen Jones, Scott-Moncrieff; and Jessica Chung, Accountancy Assistant, East Ayrshire Leisure Trust.

APOLOGIES: Councillor Neil McGhee, Independent Trustee Elizabeth Young, and John Griffiths, Chief Executive, East Ayrshire Leisure Trust.

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 22 May 2017 (circulated).

2.1 Matter Arising

- 2.1.1 It was noted any future reviews by HMRC would be flagged up in the regular performance reports to the Performance and Audit Sub Group and Board, under "other relevant updates".

ANNUAL REPORT AND ACCOUNTS 2016/17

3. There was submitted a report dated 12 July 2017 (circulated) by the Chief Executive which presented the 2016/17 Annual Report and Accounts for approval. The Report showed that the Trust had established sound procedures for financial management and the external auditors, Scott-Moncrieff, were satisfied with the accuracy of the Accounts and the procedures that were in place to manage the finances of East Ayrshire Leisure Trust.

Having scrutinised the 2016/17 Annual Report and Accounts and received sufficient explanation from the Senior Management Team and External Auditors on matters raised at the meeting, it was agreed:-

- (i) to recommend that the 2016/17 Report and Accounts be approved at the Annual General Meeting of the Trust on 5 September 2017;
- (ii) to recommend that the proposed Letter of Representation required by the External Auditors be signed on behalf of the Board at the above Annual General Meeting; and
- (iii) otherwise, to note the contents of the report.

PERFORMANCE REPORT APRIL-JUNE 2017

4. There was submitted a report dated 3 August 2017 (circulated) by the Chief Executive which provided details of the Trust's performance for the period April to June 2017, the first quarter of the 2017/18 financial year. The report showed sound performance across all areas of the Trust's remit.

It was agreed:-

- (i) to approve the Performance Report for April to June 2017;
- (ii) to approve the designation of funds proposed in paragraph 4 of the report;
- (iii) to approve the redesignation of £25k from Marketing Co-ordinator to Website Development in the Allocated Reserves Analysis;
- (iv) to note that close monitoring was taking place to measure the impact of closures and/or maintenance of premises, to measure the impact on the level of customer visits;
- (v) to note that the increase in average days lost per employee was primarily due to long-term absence and that all employees were managed in accordance with East Ayrshire Leisure's Sickness Absence Management Procedures;
- (vi) to note the extent of activities taking place across East Ayrshire Leisure and, in particular the positive impact of the fitness membership scheme and the marketing campaign to maintain level of uptake;
- (vii) to note that work had started on nurture groups within Stewarton and Grange Academies to develop a programme of outdoor activities aimed at supporting young people who have become disengaged from School and that the pilot project had attracted £1000 from the Cashback for Communities Fund;
- (viii) to note that the Homeworks service continued to increase its reach and numbers continued to grow during this quarter;
- (ix) to note the overall net financial position for the period – projecting year end break-even after budgeted drawdown from reserves;
- (x) to note that more work was required on profiling of premises costs, in particular those related to utilities;
- (xi) to note the Sub-Committee's support for the declined external funding application for Comic Relief – Sport & Physical Activity Co-ordinator (Female Participation) and the intention to resubmit;
- (xii) to note that the Sub-Committee would be kept updated on the employers liability claim which was in early stage and it has been stated that there appears to be no obvious negligence on the part of East Ayrshire Leisure;
- (xiii) to note that the digital marketing officer left during this period resulting in a decrease in online activity. The website was being reviewed to increase usability;
- (xiv) to note the new format risk register and the additional background information provided within the report. Future report will include risk register table only; and
- (xv) otherwise, to note the contents of the report.

CUSTOMER AND EMPLOYEE SATISFACTION SURVEYS

5. There was submitted a report dated 10 August 2017 (circulated) by the Marketing and Development Manager which updated Trustees on the Customer and Employee Satisfaction Survey which was carried out early 2017 to establish a baseline for the Business Plan 2016-19 and considered the outcomes and Action Plan themes.

It was agreed:-

- (i) to note the findings of the Customer and Employee Satisfaction Surveys and the proposed Action Plan themes;
- (ii) to note the comments made at the meeting regarding the methodology behind the customer satisfaction survey;
- (iii) to note the intention to repeat the exercise in one year's time and that this would be confirmed in the Action Plan;
- (iv) to note that customers and employees would be provided with the key findings and action plan; and
- (ii) otherwise, to note the contents of the report.

Karen Jones left the meeting.

STAFF RECOGNITION AWARD

6. There was submitted a report dated 12 July 2017 (circulated) which provided details of nominations for the East Ayrshire Leisure's Staff Recognition Scheme for the period April to June 2017 for consideration.

It was agreed:-

- (i) to approve the recommended nomination for the award of 'Delivering Excellent Customer Service'; and
- (ii) otherwise, to note the contents of the report.

ANY OTHER BUSINESS

7. The Sub-Committee was updated on progress with works at the Dean Castle Country Park, Illuminight Event and Real Ale Festival.

The Sub-Committee noted the sad loss of a member of staff from Countryside Services and wished to pass on condolences.

The meeting terminated at 1900 hours.