

PERFORMANCE AND AUDIT SUB-COMMITTEE

MINUTES OF MEETING HELD ON MONDAY 12 NOVEMBER 2018 AT 1800 HOURS IN ST JOSEPH'S LEISURE CENTRE, GRASSYARDS ROAD, KILMARNOCK

PRESENT: Independent Trustee Robin Hume; Councillors Clare Maitland and Neil McGhee, Trustees; and Independent Trustee Jackie Livingston.

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

APOLOGIES: Independent Trustee June Minnery.

CHAIR: Independent Trustee, Robin Hume, Chair.

DECLARATIONS OF INTEREST

- I. No declarations of interest were intimated.

MINUTE OF PREVIOUS MEETING

2. There were submitted and approved as a correct record the Minutes of the meeting of the Performance and Audit Sub-Committee held on 20 August 2018 (circulated).

PERFORMANCE REPORT JULY - SEPTEMBER 2018

3. There was submitted a report dated 1 November 2018 (circulated) by the Chief Executive, which provided details of the Trust's performance for the period July to September 2018, the second quarter of the 2018/19 financial year. The report projected a breakeven financial position, however, achieving this outcome would require the use of unallocated reserves (whilst remaining within the Trust's Reserves Policy) to offset shortfalls in income that could not be covered by management action to reduce expenditure.

During discussion, the Sub-Committee noted:-

- (i) that the projected outturn for East Ayrshire Leisure as at 30 September 2018 was an adverse position of £132,290. As noted above, funding for this deficit had been identified from within Reserves;
- (ii) factors impacting income levels, as detailed within the report;
- (iii) it was intended to review income targets going forward, so that they would be more realistic and achievable;
- (iv) the wide range of programming and marketing activities taking place with the aim of generating income and/or attendances. Financial performance needed to relate better to the good progress being made against 2016/19 Action Plan;
- (v) the update on Annanhill Golf Course. It was anticipated that a compensation claim being progressed by EAC Legal Services would be settled by the end of this financial year;
- (vi) the issues around uptake of sports facilities at the McIlvanney Campus;

- (vii) the progress being made with the Website tender;
- (viii) comments made about Year of History volunteer apprenticeships, Greggs Foundation – Sensory Garden Project external funding declined application and programming at the Palace Theatre; and
- (ix) the Dick Institute was now fully open and operational.

It was agreed:-

- (a) to approve the Performance report for July to September 2018;
- (b) to approve the re-allocation of Reserves proposed in the report, which would release £166,204. Any unspent balance would be retained within overall Reserves. The Reserve variances would be incorporated into the next financial performance report;
- (c) that Trustees would be provided with details of four customer complaints in the category “other”. The Sub-Committee noted the volume of positive feedback received by the Trust and that it was intended to use this to inform staff recognition;
- (d) to note that details of the performance of the Bricktropolis exhibition would be provided at the next Board meeting. Booking issues around this event would be looked into and an update provided to Trustees; and
- (e) otherwise to note the report.

STAFF RECOGNITION AWARD

4. There was submitted a report dated 1 October 2018 (circulated) by the People and Finance Manager which provided details of nominations for the East Ayrshire Leisure's Staff Recognition Scheme for the period to July to September 2018 for consideration.

It was agreed:-

- (i) to approve the nomination for the award of 'Going the Extra Mile'; and
- (ii) otherwise, to note the contents of the report.

The meeting terminated at 1845 hours.