

PERFORMANCE AND AUDIT SUB-COMMITTEE

MINUTES OF MEETING HELD ON MONDAY 20 AUGUST 2018 AT 1800 HOURS IN ST JOSEPH'S LEISURE CENTRE, GRASSYARDS ROAD, KILMARNOCK

PRESENT: Independent Trustee Robin Hume; Councillor Clare Maitland, Trustee; 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.

ALSO ATTENDING: Karen Jones, Scott-Moncrieff

APOLOGIES: Councillor Neil McGhee, Trustee; and Independent Trustee June Minnery.

CHAIR: Independent Trustee, Robin Hume, Chair.

WELCOME

1. The Chair welcomed everyone to the meeting, in particular Karen Jones from Scott-Moncrieff.

DECLARATIONS OF INTEREST

2. No declarations of interest were intimated.

MINUTE OF PREVIOUS MEETING

3. There were submitted and approved as a correct record the Minutes of the meeting of the Performance and Audit Sub-Committee held on 21 May 2018 (circulated).

ANNUAL REPORT AND ACCOUNTS 2017/18

4. There was submitted a report dated 6 August 2018 (circulated) by the Chief Executive which presented the 2017/18 Report and Accounts for approval. The report showed that the Trust had established sound procedures for financial management and external auditors, Scott-Moncrieff, were satisfied with the accuracy of the accounts and the procedures in place for managing finances.

It was agreed:-

- (i) to approve the 2017/18 Report and Accounts, subject to minor textual amendments to be incorporated and a potential adjustment to the Pension Account, for submission to the Annual General Meeting, East Ayrshire Council and OSCR;
- (ii) to approve the Letter of Representation to accompany the accounts; and
- (iii) otherwise, to note the contents of the report.

PERFORMANCE REPORT APRIL TO JUNE 2018

5. There was submitted a report dated 6 August 2018 (circulated) by the Chief Executive which provided details of the Trust's performance for the period April to June 2018, the first quarter of the 2018/19 financial year. The report projected a breakeven financial position and

highlighted a wide range of initiatives being undertaken to promote and develop usage of facilities and services.

It was agreed:-

- (i) to consider and approve the Performance Report for April to June 2018;
- (ii) to approve the Annual Budget for 2018/19 shown in the report;
- (iii) to note the verbal updates given at the meeting in respect of fitness memberships and direct debit payments; and the 2018 Illuminight event, marketing and sponsorships;
- (iv) to note comment made at the meeting regarding the swimming lesson programme, which would receive attention in due course;
- (v) to note the feedback from the staff Exchange events held on 25 and 26 June 2018, that there was an appetite for more teambuilding activity;
- (vi) to note that a Risk Policy document would coming forward to the next Board meeting; and
- (vii) otherwise, to note the contents of the report.

INTERNAL AUDIT REPORT: EAST AYRSHIRE LEISURE TRUST GOVERNANCE

6. There was submitted a report dated 6 August 2018 (circulated) by the Chief Executive which provided details of a recent Internal Audit report into East Ayrshire Leisure's governance arrangements and the client response to the report. There are no serious governance issues raised in the report.

It was agreed:-

- (i) to approve the Internal Audit report into East Ayrshire Leisure Trust governance and the client response;
- (ii) to remit to the Chief Executive to implement any necessary changes in line with the recommendations of the report and client response; and
- (iii) otherwise, to note the contents of the report.

STAFF RECOGNITION AWARD

7. There was submitted a report dated 9 July 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 April to June 2018 for consideration.

It was agreed:-

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

AOCB

8. In response to particular matters raised in connection with the new William McIlvanney Campus, it was noted:-
- (i) that the Campus was the responsibility of East Ayrshire Council;

- (ii) a number of snagging issues were being looked at, including the installation of a “push pad” entry system; and
- (iii) the volleyball courts were not competition standard as this was a training venue. Adapting to competition standard would involve significant cost for East Ayrshire Council.

It was noted that the Council’s Equality and Diversity Policy Officer had arranged an equality impact assessment toolkit session to take place on 18 September 2018.

It was noted that the November timescale for staff relocation from Western Road required to be brought forward. It was hoped that staff could be accommodated at the Dower House.

The meeting terminated at 1905 hours.