

PERFORMANCE AND AUDIT SUB-COMMITTEE

MINUTES OF MEETING HELD ON MONDAY 11 FEBRUARY 2019 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 Trustees Jackie Livingston and June Minnery.

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; and Dianne Reid, Marketing and Development Manager, all East Ayrshire Leisure Trust; and Gillian Hamilton, Democratic Services Officer, East Ayrshire Council.

CHAIR: Independent Trustee, Robin Hume, Chair.

DECLARATIONS OF INTEREST

1. Independent Trustees Robin Hume and Jackie Livingstone, both representing users of facilities, declared a non-financial interest in Item 4 below, which neither considered significant and accordingly remained and participated in consideration and determination of the Item. Independent Trustee Jackie Livingstone also declared a non-financial interest in Item 7 below, which she considered significant and accordingly withdrew from the meeting prior to consideration and determination thereof.

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 12 November 2018 (circulated).

2.1 Matter Arising

The Chief Executive reported and it was noted that East Ayrshire Council had agreed to compensate East Ayrshire Leisure for loss of income resulting from disruption of play on Annanhill Golf Course during a programme of works. This would be a single year claim. East Ayrshire Council would continue to pursue the contractor for redress.

PERFORMANCE REPORT OCTOBER TO DECEMBER 2018

3. There was submitted a report dated 29 January 2019 (circulated) by the Chief Executive which provided details of the Trust's performance for the period October to December 2018, the third quarter of the 2018/19 financial year. The report projected a breakeven financial position, however, reserves would need to be used to support this position due to projected shortfalls in income generation across a range of services.

During discussion on the report it was noted:-

- a huge range of activity was taking place, as shown in the Progress Against 2016/19 Action Plan, however this was not necessarily translating into income generation. Income targets needed to be adjusted for next year. Targets needed to be challenging but achievable;
- work was taking place with East Ayrshire Council's Communications Team (Education) to develop "youth membership ambassadors" to encourage secondary pupils' use of leisure facilities;

- East Ayrshire Youth Theatre’s “Hairspray” had been performed to capacity audiences;
- Patna Library had experienced periods of closure due to vandalism and disturbances;
- under “Customer Satisfaction” Mystery Shopping was nearing completion and the Team could now refocus on promoting Memberships;
- a funding bid was being prepared with partners for a redesign of Future Museum;
- Adam Geary was asked to clarify whether or not charges applied to East Ayrshire Schools in respect of the Egyptian, Roman and WWI Workshops;
- Trustees’ were interested to hear about the Natural Leaders Project and the Junior Rangers Club;
- the main contractor was now on site at the Dean Castle and good use will be made of the advertising boards around the scaffolding at the Castle;
- two young people had been volunteering in Cumnock Library;
- fourteen people continued to actively volunteer through the Textile Team, temporarily based at the old Kirkstyle Primary School Building;
- the Staff Satisfaction Survey was coming to a conclusion and a report would come forward in due course;
- Trustees were pleased to see that a constructive relationship was being maintained with the Trade Union, with 6 meetings scheduled annually;
- there was no change to the deficit position reported at the last meeting, as shown in the Financial Performance to 21 December 2018 table, and the Trust continues to face a range of financial challenges;
- under External Funding Approved Applications, a full financial package was now in place for the Irvine Valley Trails Project;
- regular users of facilities at Grange Campus requested advance notice of dance competitions, as they were experiencing issues with parking and space allocation – this would be addressed; and
- the traffic light icon in the Performance Scorecard for total expenditure should be amber and the report would be updated accordingly for the Board.

It was agreed:-

- (i) to approve the Performance Report for October to December 2018 for submission to the Board, subject to reviewing aspects, discussed during the meeting, and updating as required;
- (ii) to recommend to the Board approval of the re-allocation of reserves proposed in the report; and
- (iii) otherwise to note the report.

CHARGES FOR SERVICES 2019/20

4. There was submitted a report dated 30 January 2019 (circulated) by the Chief Executive which put forward proposals for charges for services for 2019/20.

During discussion on the schedule of charges it was noted:-

- concessions applied to students, being in full time education;
- essential maintenance and improvement works would take place at the Trust's three swimming pools during May to August this year;
- Trustees were pleased to see the in-house catering option for party packages;
- currently, sport and fitness memberships were only available on an individual basis; and
- East Ayrshire Youth Theatre charges were increased in line with previous year's decision.

It was agreed:-

- (i) to recommend the Schedule of Charging for Services 2019/20 for approval by the Board; and
- (ii) otherwise to note the report.

INTERNAL AUDIT PLAN 2019/20

5. There was submitted a report dated 30 January 2019 (circulated) by the Chief Executive which provided Trustees with an update of the Audit Plan for 2018/19 and provided details of the proposed Internal Audit Plan 2019/20 for consideration and approval.

It was agreed:-

- (i) to note the content and findings of the Loudoun Leisure Centre Audit carried out by East Ayrshire Council's Internal Audit Service;
- (ii) to note the findings of the Advisory Audit in relation to the collation of statistical information carried out by East Ayrshire Council's Internal Audit Service;
- (iii) to note the findings of the location audits undertaken by the People and Finance Section;
- (iii) to approve the Internal Audit Programme 2019/20 proposed in the report;
- (iv) to note that a general standard for performance statistics from the Government was needed. But meantime, the Trust used the same mechanism year on year for comparison; and
- (v) otherwise, to note the contents of the report.

BRICKTROPOLIS EVALUATION

6. There was submitted a report dated 29 January 2019 (circulated) by the Cultural and Community Service Manager which provided an evaluation of the Bricktropolis exhibition recently held at the Dick Institute.

It was agreed:-

- (i) to note comments made about launch arrangements and school visits;
- (ii) that Trustees congratulated the Team for delivering this event in difficult circumstances; and
- (iii) otherwise to note the report.

Independent Trustee Jackie Livingstone left the meeting at this point.

STAFF RECOGNITION AWARD

7. There was submitted a report dated 14 January 2019 (circulated) by the People and Finance Manager which provided details of nominations for the East Ayrshire Leisure's Staff Recognition Scheme for the period October to December 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 1925 hours.