

PERFORMANCE AND AUDIT SUB-COMMITTEE

MINUTES OF MEETING HELD ON TUESDAY 28 MAY 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: Anneke Freel, Interim Senior Officer; Jackie Biggart, People and Finance 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. No declarations of interest were made.

CHAIR'S REMARK

2. The Chair, on behalf of the Sub-Committee, wished to formally record his thanks to John Griffiths for all of his work undertaken on behalf of East Ayrshire Leisure Trust since its establishment, up until his recent retiral. The Chair also congratulated Anneke Freel on her appointment as Interim Senior Officer.

MINUTES 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 11 February 2019 (circulated).

ANNUAL PERFORMANCE REPORT APRIL 2018 - MARCH 2019

4. There was submitted a report dated 7 May 2019 (circulated) by the Interim Senior Officer, which provided details of the Trust's performance for the financial year 2018/19. The results showed a deficit in financial performance for the reasons given within the report. However, overall attendances had increased and this was substantially due to Dean Castle Country Park being back to full operation.

The Sub-Committee noted a number of highlights in the report and full discussion then took place on the report, including clarifications given in relation to:-

- shared management of community venues in Auchinleck, Galston and Newmilns;
- engaging older people;
- profiling of venues to identify demographics and trends;
- savings to offset loss of income in the Treehouse Centre;
- Dean Castle Country Park café opening until 9pm during summer months; and
- depreciation of equipment, resale and replacement policy.

It was agreed:

- (i) to approve the Annual Performance Report for 2018/19 for submission to the Board;
- (ii) to approve the designation of funds proposed in the report;

- (iii) to note the intention to review the format of (a) the Performance Report; and (b) the Future Events Programme to provide more detail;
- (iv) to note that an engagement strategy would come forward to the Board, as part of the detailed review of the Trust's facility remit;
- (v) to note the progress with website development and that a demonstration would be given at the Board meeting on 4 June 2019. A separate viewing would be arranged for Jackie Livingstone, who was unable to attend this meeting. Consideration would be given to arranging a launch in due course;
- (vi) to congratulate the Team on (a) the level of external funding secured; and (b) the Shared Care Scotland funding to offer free residential respite experiences for young people who have care responsibilities for family members;
- (vii) to note the low number of customer complaints received and that positive feedback was now being highlighted in the staff newsletter;
- (viii) to note the positive cultural shift within the organisation, which was being promoted through staff engagement and exchange events. The ambition was for excellent customer care to be consistent across venues. The Sub-Committee welcomed the work being put into this. It was agreed to share the staff induction video with the Board. Dianne Reid would consider the best way of doing this;
- (ix) to note the change from amber to green for income and expenditure in the Performance Scorecard. It was proposed that these indicators could be removed from the Performance Scorecard, given the level of detail already given in the Financial Performance report; and
- (x) otherwise to note the report.

EXTERNAL AUDIT PLAN

5. There was submitted a report dated 7 May 2019 (circulated) by the Interim Senior Officer which presented the External Audit Plan for 2018/19.

It was agreed:-

- (i) to note the External Audit Plan for 2018/19; and
- (ii) otherwise, to note the contents of the report.

TRUST BUDGET 2019/20

6. There was submitted a report dated 7 May 2019 (circulated) by the Interim Senior Officer which confirmed the Trust's budget position for 2019/20 and showed how the savings target of £190,750 would be achieved.

It was agreed:-

- (i) to approve the budget position shown in the report; and
- (ii) otherwise, to note the contents of the report.

STAFF RECOGNITION AWARD

7. There was submitted a report dated 20 April 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 January to March 2019 for consideration.

It was agreed:-

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

The meeting terminated at 1905 hours.