

## **EAST AYRSHIRE LEISURE TRUST - BOARD OF TRUSTEES**

### **MINUTES OF MEETING HELD ON TUESDAY 4 JUNE 2019 AT 1800 HOURS IN THE DICK INSTITUTE, ELMBANK AVENUE, KILMARNOCK**

**PRESENT:** Councillors Elena Whitham, Ian Grant, Iain Linton, Clare Maitland and Neil McGhee, Trustees; and Robin Hume, Jean Brown and June Minnery, Independent Trustees.

**ATTENDING:** Anneke Freel, Interim Senior Officer; Adam Geary, Cultural Services Manager; Dianne Reid, Marketing and Development Manager; Chris Murphy, Sport and Community Venues Manager; and Jackie Biggart, People and Finance Manager; all East Ayrshire Leisure Trust; and Gillian Hamilton, Democratic Services Officer, East Ayrshire Council.

**APOLOGIES:** Jackie Livingstone and Robert Mann, Independent Trustees; and Joe McLachlan, Acting Head of Finance and ICT and Bob McCulloch, Acting Head of Housing and Communities, both East Ayrshire Council, both ex officio Trustee.

**CHAIR:** Councillor Elena Whitham, Chair.

#### **CHAIR'S REMARK**

1. The Chair, on behalf of the Board, wished to formally record her 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.

#### **DECLARATIONS OF INTEREST**

2. No declarations of interest were made.

#### **MINUTES OF PREVIOUS MEETINGS**

##### **3.1 MINUTES OF BOARD MEETING HELD ON 26 FEBRUARY 2019**

There were submitted and approved as a correct record, the Minutes of the Board Meeting held on 26 February 2019 (circulated).

##### **3.2 MINUTES OF PERFORMANCE AND AUDIT SUB-COMMITTEE HELD ON 28 MAY 2019**

There were submitted and noted, the Minutes of the Performance and Audit Sub-Committee held on 28 May 2019 (circulated).

#### **ANNUAL PERFORMANCE REPORT APRIL 2018-MARCH 2019**

4. There was submitted a report dated 15 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 reasons explained within the report. However, overall attendances showed an increase as outlined in more detail in the report. This was substantially due to Dean Castle Country Park being back to full operation.

The Board noted:-

- (a) that significant progress had been made towards achieving the objectives of the 2016/19 Business Plan, as shown in the report;

- (b) the level of adverse variance out-turned in 2018/19, which would be met from reserves for one year only; the reasons for the adverse variance and that action plans were being developed to monitor income targets for 2019/10;
- (c) that the level of savings achieved during 2018/19 was in line with East Ayrshire Council's requirements;
- (d) highlights in the report included (a) substantially higher than anticipated attendances at Annanhill Golf Course; (b) the Karl Blossfeldt Exhibition at the Dick Institute; (c) Sport and Fitness Q4 attendance projection achieved; and (d) low level of staff absence achieved and, related to this, the staff recognition award made for "going the extra mile" in supporting an employee through the absence management process;
- (e) the level of unallocated reserves achieved and that the overall reserves position remained in line with the reserves policy;
- (f) the significant level of external funding secured for a range of projects;
- (g) the low number of customer complaints received and that positive feedback from customers was now being highlighted through staff engagement arrangements; and
- (h) that work was taking place on a partnership project to revamp Future Museums.

It was agreed:-

- (i) to approve the Annual Performance Report for 2018/19;
- (ii) to approve the designation of funds proposed in the report;
- (iii) to approve the proposal to bring forward a revised report format to the next meeting and to remove the income and expenditure indicators from the Performance Scorecard, given the level of detail already given in the Financial Performance Report; and
- (iv) Otherwise, to note the contents of the report.

### **TRUST BUDGET 2019/20**

5. There was submitted a report dated 15 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.

### **SENIOR OFFICER'S REPORT**

6. There was submitted and noted a report dated 15 May 2019 (circulated) by the Interim Senior Officer which provided the Board with updates on key issues which had not been covered by other Agenda items including updates on facility review, organisational redesign and Business Plan development; swimming pool closures for essential works to be carried out at Doon Valley Leisure Centre and Loudoun Leisure Centre; formal links established with East Ayrshire Council Healthy Working Lives and staff membership scheme; closure of Dick Institute Museum and Galleries for essential works to be carried out on the cupola; Leadership and Management Programme; and forthcoming events.

### **VOLUNTARY SEVERANCE REPORT**

7. There was submitted and noted a report dated 16 May 2019 (circulated) by the Interim Senior Officer which provided details of the voluntary severance package for four employees as part of the Review of Facilities operated by Countryside and Outdoor Activity Services which was approved by the Trust Board on 29 January 2019.

### **CREATION OF A CORPORATE SERVICE**

8. There was submitted a report dated 15 May 2019 (circulated) by the Interim Senior Officer outlining proposals to create a Corporate Services Department as part of the overall organisational redesign of East Ayrshire Leisure. The initial proposal will be operated as a pilot until March 2020 to enable a further review of all services which could have a corporate function and operate more efficiently within a central department.

It was agreed:-

- (i) to approve the integration of Marketing and Development and People and Finance and re-designate to Corporate Services;
- (ii) to approve the move of Secretary to Chief Executive into Corporate Services to provide Trust-wide administrative support;
- (iii) to remit the Interim Senior Officer to carry out a review of all areas of the business that have a cross-service function as part of the organisation redesign of East Ayrshire Leisure; and
- (iv) otherwise, to note the contents of the report.

### **WEBSITE PRESENTATION**

9. Dianne Reid gave a presentation to the Board on the new website which was under development.

It was noted:-

- (i) that work would take place with staff in venues to fully understand how the website would work to maximise information provision to customers;
- (ii) the website would be mobile responsive;
- (iii) consideration would be given to a “meet the staff” section and/or using excerpts from the staff induction video;
- (iv) there would be a link from the Council’s homepage; and
- (v) notwithstanding the new and improved website, there were ongoing problems with the box office and booking system with related cost implications to resolve. A full report on options would come forward to the next meeting.

### **AOCB**

10. It was agreed to move Performance and Audit Sub-Committee meetings from the current 6pm slot to afternoons. The meetings schedule would be amended to reflect this change.

A recycling bag would be provided at meetings for disposal of papers.

The meeting terminated at 1900 hours.