

EAST AYRSHIRE LEISURE TRUST - BOARD OF TRUSTEES

MINUTES OF MEETING HELD ON TUESDAY 25 FEBRUARY 2020 AT 6PM IN THE VISITOR CENTRE, DEAN CASTLE COUNTRY PARK, KILMARNOCK

PRESENT: Councillors Elena Whitham, Ian Grant, Iain Linton, Clare Maitland and Neil McGhee, Trustees; and Robin Hume, Jean Brown, Jackie Livingston and June Minnery, Independent Trustees; and Bob McCulloch, Interim Head of Housing and Communities, East Ayrshire Council, ex officio Trustee.

ATTENDING: Anneke Freel, Chief Officer; Jackie Biggart, Head of Corporate Services; Lorraine Russell, Development Manager, Finance and Business; Dianne Reid, Development Manager, Relationship and Business; Janice Gilmour, Development Manager, Community and Performing Arts; Christine Keenan, Development Manager, Property and Estates; Phillipa McInnes, Development Manager, Culture; Louise Murphy, Development Manager, Leisure; Greig Russell, Development Manager, Sport; and Carleen Fitzgerald, Administrative Officer; all East Ayrshire Leisure Trust; and Gillian Hamilton, Democratic Services Officer, East Ayrshire Council.

APOLOGIES: Robert Mann, Independent Trustee and Joe McLachlan, Interim Head of Finance and ICT, East Ayrshire Council.

CHAIR: Councillor Elena Whitham, Chair.

WELCOME AND INTRODUCTIONS

1. The Chair welcomed everyone to the meeting, in particular the newly appointed Development Managers who were in attendance, and introductions were made.

DECLARATIONS OF INTEREST

2. No declarations of interest were made.

MINUTES OF PREVIOUS MEETING

- 3.1 There were submitted the minutes of the previous Board meeting held on 3 December 2019 (circulated).

It was agreed:-

- (i) to note an amendment to paragraph 3(iv) of the minutes and the associated reason for the amendment, as reported by the Chief Officer; and
- (ii) otherwise to approve the minutes.

MINUTES OF PERFORMANCE AND AUDIT SUB-COMMITTEE OF 18 FEBRUARY 2020

- 3.2 There were submitted and noted the minutes of the Performance and Audit Sub-Committee meeting held on 18 February 2020 (circulated).

PRESENTATION - VISION, MISSION AND VALUES

4. Dianne Reid provided the Board with a presentation on East Ayrshire Leisure's Vision, Mission and Values.

Following discussion, the Board welcomed all aspects of the work taking place within East Ayrshire Leisure to embed the Vision, Mission and Values and to further develop activity around this and thanked Dianne for the presentation.

CHIEF OFFICER REPORT

5. There was submitted a report dated 5 February 2020 (circulated) by the Chief Officer which provided the Board with updates on key issues for East Ayrshire Leisure.

It was agreed:-

- (i) to remit the Chief Officer to undertake transformational activities and to feed back to the Board of Trustees at regular intervals;
- (ii) to remit the Chief Officer to explore flexible retirement options for employees over the age of 50, introduce if appropriate and report to Board for final approvals; and
- (iii) otherwise, to note the contents of the report.

PERFORMANCE REPORT OCTOBER TO DECEMBER 2020

6. There was submitted a report dated 5 February 2020 (circulated) by the Chief Officer which provided Trustees with a detailed analysis of Trust performance across a range of headings previously agreed by the Board.

It was agreed:-

- (i) to approve the Performance Report for October to December 2019 (subject to amending a minor typo in the report title) including the proposal that the Financial Reserves Policy of between 3-5% of turnover be amended to a minimum of 2% of turnover. Whilst the ambition was to continue to manage reserves at 3-5% and to grow the reserves, the amendment would provide for contingencies, recognising the current financial position;
- (ii) to note the Q3 highlights in the report, as summarised by the Chief Officer;
- (iii) to note that a full evaluation of the Illuminight 2019 Event would be presented to the next Board meeting;
- (iv) to note the full explanation given at the meeting in relation to MGTR funds of £18,233 showing in the reserves table as at 31 December 2019 and that officers, with assistance from the External Auditors, were looking at how the funds should be utilised;
- (v) to note the comments made at the meeting regarding (a) the operation of the coffee shop in the Dean Castle Country Park Visitor Centre and the intention to implement a development plan from 1 April 2020. Trustees would be provided with an update on progress and details of opening hours; and (ii) problems with the online booking system which were being looked at;
- (vi) to note the intention to review the Risk Register to reflect operational concerns better; and
- (vii) otherwise, to note the contents of the report.

CHARGES FOR SERVICES 2020/21

7. There was submitted a report dated 5 February 2020 (circulated) by the Chief Officer, which proposed charges for services for 2020/21.

Following discussion it was agreed:-

- (i) to welcome and approve the schedule of charges attached as Appendix I to the report;
- (ii) to note that monitoring and reviewing the pricing strategy was an ongoing process and the next stages would include looking at core and non-core hours and opportunities to partner community groups; and
- (iii) otherwise, to note the contents of the report.

TRUST BUDGET 2020/21

8. There was submitted a report dated 6 February 2020 (circulated) by the Chief Officer which confirmed the Trust's budget position for 2020/21 and showed how the savings target of £190,750 would be achieved.

It was agreed:-

- (i) to approve the budget position shown in this report;
- (ii) to note that future reports would provide a more complete analysis of budget lines split into service areas; and
- (ii) otherwise, to note the contents of the report.

The Development Managers left the meeting at this point.

SEVERANCE

8. There was submitted a report dated 11 February 2020 (circulated) by the Chief Officer which advised the Board of requests for severance from one employee within the Sport and Fitness Service, one employee from within the Countryside and Outdoor Activity Service; and one employee from within the Cultural and Community Venues Service which had been approved by the Chief Officer of East Ayrshire Leisure under delegated authority.

It was agreed:-

- (i) to note the voluntary severance arrangements detailed in the report;
- (ii) to approve an amendment to the report and to the report approved by the Board on 3 December 2013 to reflect that the termination date for the five employees from East Ayrshire Leisure was 1 April 2020, all as reported by the Chief Officer at the meeting;
- (iii) to remit the Chief Officer to finalise the termination process on the above basis; and
- (iv) otherwise, to note the contents of the report.

The meeting terminated at 1930 hours.