

EAST AYRSHIRE LEISURE TRUST - BOARD OF TRUSTEES

MINUTES OF MEETING HELD ON TUESDAY 3 DECEMBER 2019 AT 1130 HOURS IN THE VISITOR CENTRE, DEAN CASTLE COUNTRY PARK, KILMARNOCK

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

ATTENDING: Anneke Freel, Chief Officer, East Ayrshire Leisure Trust; and Amanda Lowe, Strategic Manager: Workforce; Kirsty Pirrie, Human Resources Officer and Stuart Nelson, Democratic Services Officer, all East Ayrshire Council.

APOLOGIES: Councillor Iain Linton, Trustee; and June Minnery, Independent Trustee.

CHAIR: Councillor Elena Whitham, Chair.

DECLARATIONS OF INTEREST

- I. No declarations of interest were made.

MINUTES OF PREVIOUS MEETINGS

2.1 MINUTES OF BOARD MEETING HELD ON 17 SEPTEMBER 2019

There were submitted and approved as a correct record, the Minutes of the Board Meeting held on 17 September 2019 (circulated).

2.2 MINUTES OF DEVELOPMENT SESSION HELD ON 29 OCTOBER 2019

There were submitted and approved as a correct record, the Minutes of the Development Session held on 29 October 2019 (circulated).

Councillor Iain Grant, Trustee, joined the meeting at this point.

MANAGEMENT REVIEW

3. There was submitted a report dated 26 November 2019 (circulated) by the Chief Officer which provided an update on the management review proposal that was presented to the Board on 17 September 2019 and sought approval for implementation of finalised proposals.

Having heard the Chief Officer in further explanation of the terms of the report, it was agreed:-

- (i) to note the feedback and actions taken forward as part of the employee/union consultation;
- (ii) to note that the Equalities Impact Assessment had now been carried out;
- (iii) to approve Option 3 as the revised management structure for East Ayrshire Leisure;
- (iv) to approve the voluntary severance of three employees as outlined in Appendix 4 to the report;

- (v) to note the financial impact on East Ayrshire Leisure of achieving savings targets outlined in the Best Value Service Review and in implementation of the management review;
- (vi) to remit the Chief Officer to bring final costs to Board for approval at the next meeting in February 2020; and
- (vii) otherwise, to note the contents of the report.

Bob McCulloch, Acting Head of Housing and Communities, joined the meeting during consideration, but prior to determination, of this item.

VOLUNTARY SEVERANCE REPORT

4. There was submitted a report dated 26 November 2019 (circulated) by the Chief Officer which advised the Board of requests for severance from two employees within the Sport and Fitness Service of East Ayrshire Leisure which were approved by the Interim Senior Officer of East Ayrshire Leisure under delegated authority.

It was agreed:-

- (i) to note the voluntary severance arrangements as detailed in Appendix A to the report; and
- (ii) otherwise, to note the contents of the report.

PERFORMANCE REPORT JULY TO SEPTEMBER 2019

5. There was submitted a report dated 29 October 2019 (circulated) by the Chief Officer which provided Trustees with a detailed analysis of Trust performance for the period July to September 2019, the second quarter of the 2019/20 financial year. The report projected an adverse variance and favourable position in attendances for Q2.

It was agreed:-

- (i) to approve the Performance report for July to September 2019;
- (ii) to approve the amendment to the 2019-20 Internal Audit Plan;
- (iii) to note that, in respect of Action No. EAL 1.2, progress in relation to “Culture and Community Services” should be shown within the red category; and that one of the two employers’ liability claims referred to within Corporate Services Updates had now been closed, with no adverse cost implications for East Ayrshire Leisure;
- (iv) to note that work was actively being progressed towards East Ayrshire Leisure being able to offer wedding and birthday party event packages to the public;
- (v) to note that it was not intended to draw on reserves this financial year, given utilisation of reserves during 2018/19 and a recognition that it would be prudent to increase reserves from current levels, going forward; and
- (vi) otherwise, to note the contents of the report.

STRATEGIC DOCUMENT AND DELIVERY PLAN

6. There was submitted a report dated 26 November 2019 (circulated) by the Chief Officer which presented to the Board a finalised 10 year Strategic Vision 2020-30 and a two year Delivery Plan for the period 2020-22.

It was agreed:-

- (i) to approve the final Strategic Vision 2020-30 and Delivery Action Plan 2020-22;
- (ii) to remit the Senior Management Team to carry out publication and promotional activities;
- (iii) arising from discussion, to note inclusion within the Corporate Delivery Plan 2020-2022 of provisions which it is expected will facilitate enhanced engagement and interaction with Vibrant Communities and locally based groups and organisations in relation to relevant service delivery, going forward; and
- (iv) otherwise, to note the contents of the report.

Independent Trustee Robin Hume left the meeting during consideration, but prior to determination of this item.

AOCB

7.1 Labyrinth Challenge, Kilmarnock

Noted that a report on the financial and other outcomes relating to the Labyrinth Challenge Inflatable Obstacle Course in Kilmarnock last summer, would be submitted to the next meeting of the Board.

7.2 Risks Arising from Brexit

Noted, as advised by the Chief Officer, that risks arising from the potential exit of the United Kingdom from the European Union, had been properly and appropriately considered and determined not to be significant.

7.3 Paperlite Meetings

Noted that Agenda/papers/etc for the Board Meetings were already included within the "paperlite arrangements", however, due to particular circumstances relating to the reports before the Board at this meeting, hard copies had been issued to all participants.

7.4 East Ayrshire Leisure Website: Secure Area for Trustees

Noted, as advised by the Chief Officer, that it was intended to go live on the provision of a secure area within the East Ayrshire Leisure website, which would only be available for access by Trustees, and would contain key documents and items for the attention of Trustees. It was anticipated that Trustees would receive notification to confirm within the near future.

DATES OF NEXT MEETINGS

- 8. Noted that the next meeting of the Performance and Audit Sub-Committee would take place on Tuesday 11 February 2020 and that the next meeting of the Trust Board would take place on Tuesday 25 February 2020.

The meeting terminated at 1240 hours.