

EAST AYRSHIRE LEISURE TRUST - BOARD OF TRUSTEES

MINUTES OF MEETING HELD ON TUESDAY 17 SEPTEMBER 2019 AT 1807 HOURS IN THE WILLIAM MCILVANNEY LEISURE CENTRE, SUTHERLAND DRIVE, KILMARNOCK

PRESENT: Councillors Elena Whitham and Clare Maitland, Trustees; Independent Trustees Robin Hume, Jean Brown, Jackie Livingstone and June Minnery; and Bob McCulloch, Acting Head of Housing and Communities, ex officio Trustee.

ATTENDING: Anneke Freel, Interim Senior Officer; Adam Geary, Cultural Services Manager; Chris Murphy, Sport and Community Venues Manager; Jackie Biggart, Head of Corporate Services and Lorraine Russell, Senior Accountant, all East Ayrshire Leisure Trust; and Amanda Lowe, Strategic Manager: Workforce (for Items 8 and 9 below); and Gillian Hamilton, Democratic Services Officer, both East Ayrshire Council.

APOLOGIES: Councillors Ian Grant, Iain Linton and Neil McGhee, Trustees; Independent Trustee Robert Mann; and Joe McLachlan, Acting Head of Finance & ICT, East Ayrshire Council, ex officio Trustee.

CHAIR: Councillor Elena Whitham, Chair.

RETIRAL/ RE-APPOINTMENT OF OFFICE BEARERS AND TRUSTEES

- I. There was submitted a report dated 11 September 2019 (circulated) by the Interim Senior Officer, which sought approval for the reappointment of Office Bearers and Trustees; and for the Senior Officer to begin recruitment for the vacant Independent Trustee position.

It was agreed:-

- (i) to confirm the reappointment of Councillor Elena Whitham as Chair of the Board of Trustees, under Clauses 43 and 44 of the Constitution;
- (ii) to confirm the reappointment of Independent Trustee Robert Mann to the Board of Trustees, under Clause 30 of the Constitution;
- (iii) to confirm the re-appointment to the Board of Trustees of Councillor Neil McGhee, Trustee; and Independent Trustees Robin Hume, June Minnery and Jean Brown, all under Clause 33 of the Constitution, the Board having unanimously passed a resolution to waive the provisions of Clauses 35 and 32 in recognition of the exceptional considerations detailed in the report that made that appropriate;
- (iv) to confirm the reappointment of Independent Trustee Robin Hume as Vice-Chair of the Board of Trustees, under Clause 45 of the Constitution;
- (v) to remit the Interim Senior Officer to begin recruitment for an Independent Charity Trustee; and
- (vi) otherwise, to note the contents of the report.

Councillor Elena Whitham, Trustee, then took the Chair.

DECLARATIONS OF INTEREST

2. No declarations of interest were intimated.

MINUTES OF PREVIOUS MEETINGS

3.1 MINUTES OF BOARD MEETING HELD ON 4 JUNE 2019

There were submitted and approved as a correct record, the Minutes of the Board Meeting held on 4 June 2019 (circulated).

3.2 MINUTES OF PERFORMANCE AND AUDIT SUB-COMMITTEE HELD ON 19 AUGUST 2019

There were submitted for information and noted, the Minutes of the Performance and Audit Sub-Committee Meeting held on 19 August 2019 (circulated).

PERFORMANCE REPORT APRIL-JUNE 2019

4. There was submitted a report dated 28 August 2019 (circulated) by the Interim Senior Officer, which provided details of the Trust's performance for the period April to June 2019, the first quarter of the 2019/20 financial year. The report provided a breakeven financial position and a favourable position in attendance for Quarter 1.

The Interim Senior Officer drew particular attention to a number of highlights in the report.

It was agreed:-

- (i) to approve the Performance Report for April to June 2019;
- (ii) to note the preparation of the Museum Galleries Scotland funding bid with futuremuseum.co.uk partners for October 2019;
- (iii) to note the ongoing opportunities for local schools to engage in Collection Care;
- (iv) to note the work taking place, and the campaign with local residents, to rebuild memberships at Annanhill Golf Course;
- (v) to note the explanation given at the meeting in relation to turnover in gym and fitness memberships;
- (vi) to note that an IT issue which was currently affecting gym and fitness member contacts for non-attendance was being addressed;
- (vii) to note the management action being taken to offset the adverse variance in sport and fitness income;
- (viii) to note that Community Lettings and Co-managed Venues has carried a historic financial impact to the Trust. Anticipated shortfall this year is £60K. This will require a joint approach with East Ayrshire Council to agree a final solution;
- (ix) to note that following the Advisory Internal Audit carried out during 2018/19, the impact on charges applied to the use of facilities and income levels of key policy changes would now be highlighted in the annual review of charges;
- (x) that the Head of Corporate Services would review the Trust's Complaints Handling Procedure to confirm that it properly reflected and addressed points raised during discussion at the meeting. In addition, Trustees would be provided with a copy of the Procedure; and
- (xi) otherwise, to note the contents of the report.

SENIOR OFFICER'S REPORT

5. There was submitted a report dated 3 September 2019 (circulated) by the Interim Senior Officer, which provided the Board with updates on key issues for the Trust.

It was agreed:-

- (i) to remit the Interim Senior Officer to finalise the Vision, Mission and Values that will be embedded in all operations following discussions with extended Management Team;
- (ii) to approve the extension of designated public holidays to all service areas where there is a business need;
- (iii) to approve the proposal for greater collaboration with East Ayrshire Council's Catering Service for Dean Castle Country Park;
- (v) that the Cultural Services Manager would provide Trustees with details of the schools involved in the schools programme noted in paragraph 4.3 of the report; and
- (vi) otherwise, to note the contents of the report.

Amanda Lowe joined the meeting during consideration of the above item.

THE GALLEON

6. The Interim Senior Officer provided a verbal update, that the amalgamation of East Ayrshire Leisure Trust and Kilmarnock Leisure Centre Trust would not be going ahead, the associated costs being prohibitive. However, there was opportunity for more collaboration between the two Trusts and it was remitted to the Interim Senior Officer to take this forward, keeping Trustees informed of developments.

UPDATE ON KEY WORKSTREAMS

7. There was submitted a report dated 5 September 2019 (circulated) by the Interim Senior Officer which presented an update on key workstreams being undertaken.

It was agreed:-

- (i) to note the update on progress with key workstreams detailed in the report; and
- (ii) otherwise, to note the contents of the report.

The Cultural Services Manager, Sport and Community Venues Manager, Head of Corporate Services and Senior Accountant, all East Ayrshire Leisure Trust, left the meeting at this point.

REVIEW OF MANAGEMENT STRUCTURES

8. There was submitted a report dated 4 September 2019 (circulated) by the Interim Senior Officer which outlined a review of the East Ayrshire Leisure Extended Team, which subject to approval will provide a saving of £224,000 and align services to key agendas including enhanced community and staff engagement, commercialisation and cross service working.

It was agreed:-

- (i) to note the rationale for management redesign as explained in detail by the Interim Senior Officer;
- (ii) to approve the proposed management structure in the report and note that the Interim Senior Officer would report back to the Board on consultation with staff and the Trade Unions; and on the finalised costs associated with the restructure; and

(iii) otherwise, to note the contents of the report.

The Interim Senior Officer left the meeting at this point.

TRUST LEADERSHIP ARRANGEMENTS

9. There was submitted a report dated 12 September 2019 (circulated) by Councillor Elena Whitham, Trustee and Chair of East Ayrshire Leisure Trust Board which sought approval of permanent management arrangements for the Trust in light of the six month interim arrangements due to end in November 2019.

It was agreed:-

- (i) to approve the redesignation of Chief Executive to Chief Officer on a permanent basis and remit the Chair and Vice-Chair to approve the Chief Officer job outline;
- (ii) to approve the recruitment process for the Chief Officer;
- (iii) to approve the extension of the Interim Senior Officer until the recruitment of the Chief Officer is concluded; and
- (iv) otherwise, to note the contents of the report.

DATES OF NEXT MEETINGS

10. Special Board Meeting - Tuesday, 29 October 2019;
Performance & Audit Sub-Committee Meeting - Tuesday, 12 November 2019 at 1600 hours;
and
Board Meeting - Tuesday, 26 November 2019 at 1800 hours.

The meeting terminated at 1950 hours.