

## **PERFORMANCE AND AUDIT SUB-COMMITTEE**

### **MINUTES OF MEETING HELD ON MONDAY 19 AUGUST 2019 AT 1800 HOURS IN ST JOSEPH'S LEISURE CENTRE, GRASSYARDS ROAD, KILMARNOCK**

**PRESENT:** Independent Trustee Robin Hume; Councillor Clare Maitland, Trustee; and Independent Trustees Jackie Livingston and June Minnery.

**ATTENDING:** Anneke Freel, Interim Senior Officer; Jackie Biggart, Head of Corporate Services; Adam Geary, Cultural Services Manager; and Lorraine Russell, Senior Accountant; all East Ayrshire Leisure Trust; and Gillian Hamilton, Democratic Services Officer, East Ayrshire Council.

**ALSO ATTENDING:** Karen Jones, Director, Scott-Moncrieff.

**APOLOGY:** Councillor Neil McGhee, Trustee.

**CHAIR:** Independent Trustee, Robin Hume, Chair.

#### **DECLARATIONS OF INTEREST**

1. No declarations of interest were made.

#### **MINUTE OF PREVIOUS MEETING**

2. There were submitted and approved as a correct record the Minutes of the meeting of the Performance and Audit Sub-Committee held on 28 May 2019 (circulated).

#### **PERFORMANCE REPORT APRIL-JUNE 2019 (Q1)**

3. There was submitted a report dated 19 August 2019 (circulated) by the Interim Senior Officer, which provided details of the Trust's performance for the first quarter of financial year 2019/20 (April to June 2019). The report projected a breakeven financial position and showed a favourable position for attendances.

The Interim Senior Officer drew attention to a number of highlights in the report, which included:-

- Culture and Community Services attendance and ticket sales increased by 10%;
- Countryside and Outdoor Activities overall attendance and ticket sales increased by 4.5%;
- Sport and Fitness attendance projection achieved;
- Overall increase in attendance of 4.5 % across the service;
- [www.eastayrshireleisure.com](http://www.eastayrshireleisure.com) is now live;
- Development of Action Plans from Staff Exchange Sessions;
- Invites circulated for Trustees' tour on 13 September 2019 of Dean Castle works;
- William McIlvaney pitches to be used for Kilmarnock Football Club's Training Academy;
- Greig Russell voted in as Vice Chairman for the Scottish Leisure Networking Group; and
- 3064 East Ayrshire primary school pupils and 2078 pupils from outwith East Ayrshire visited the Dean Castle Country Park for their end of year school trip;

It was agreed:-

- (i) to approve the Performance Report for April to June 2019;
- (ii) to endorse the new Performance Report format and note that the Forthcoming Programme of Events and Activities would be revised to align better with the meetings schedule;
- (iii) to note the issues around community lettings and co-managed venues and the associated ongoing financial impact;
- (iv) to note the reserves position as at 30 June 2019;
- (v) to note the outcome of the Internal Audit Plan 2018/19 Audit Assignment: Review of Charges – Advisory, and the recommendation to be taken forward in respect of highlighting in the Annual Review of Charges the relationship between key policy changes and charges applied for the use of facilities and income levels;
- (vi) to note the removal of financial tables from the Performance Scorecard, as agreed previously by the Board;
- (vii) to note the reduction in use of Future Museum and the preparation of a Museum Galleries Scotland funding bid with partners to redesign the site;
- (viii) to note that there were no changes to the Risk Register; and
- (ix) otherwise, to note the contents of the report.

#### **ANNUAL REPORT AND ACCOUNTS 2018/19**

4. There was submitted a report dated 1 August 2019 (circulated) by the Interim Senior Officer, which presented the 2018/19 Accounts for approval. The report showed that the Trust had established sound procedures for financial management and external Auditors, Scott-Moncrieff, were satisfied with the accuracy of the accounts and the procedures in place to manage finances.

The Sub-Committee welcomed Karen Jones from Scott-Moncrieff who gave a verbal summary of the annual audit, confirmed the unqualified audit opinion, and gave a full and detailed explanation in relation to net pension liability and reserves.

It was agreed:-

- (i) to approve the 2018/19 Report and Accounts for submission to the Board;
- (ii) to approve the Letter of Representation to accompany the accounts; and
- (iii) otherwise, to note the contents of the report.

Karen thanked the Team for their support during the audit process and the Chair then thanked Karen for the efficiency with which the audit had been carried out.

Karen then left the meeting.

#### **STAFF RECOGNITION AWARD**

5. There was submitted a report dated 26 July 2019 (circulated) by the Head of Corporate Services which provided details of nominations for the East Ayrshire Leisure's Staff Recognition Scheme for the period April to July 2019 for consideration.

It was agreed:-

- (i) to approve the nominations for the Staff Recognition Awards;
- (ii) to approve the proposal to provide provision for team or group awards as indicated;
- (iii) to note that some individual who were continually being nominated, received feedback on this;
- (iv) to note that GMB local branch had increased their annual contribution to the cost of the staff recognition award scheme; and
- (iii) otherwise, to note the contents of the report.

**ANY OTHER COMPETENT BUSINESS**

6. Councillor Maitland asked for information about the Labyrinth Challenge and the Interim Senior Officer would provide details.

The meeting terminated at 1840 hours.