

EAST AYRSHIRE LEISURE TRUST - BOARD OF TRUSTEES

MINUTES OF MEETING HELD ON TUESDAY 6 OCTOBER 2020 AT 6.30PM BY VIDEO CONFERENCE

PRESENT: Councillors Elena Whitham, Clare Maitland; Ian Grant, Iain Linton, Trustees; and Robin Hume, Jackie Livingston, June Minnery, Robbie Mann, 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, Finance and Business Development Manager; and Carleen Fitzgerald, Engagement Support Officer, all East Ayrshire Leisure Trust.

APOLOGIES: Councillors Neil McGhee, Trustee; Independent Trustee Jean Brown; and Joe McLachlan, Interim Head of Finance and ICT, East Ayrshire Council, ex officio Trustee.

It should be noted that Jean Brown was unable to join the meeting due to technical issues.

CHAIR: Councillor Elena Whitham, Chair.

APPOINTMENT OF OFFICE BEARERS AND TRUSTEES

- I. There was submitted a report dated 3 September 2020 (circulated) by the Chief Officer, which sought Board approval for the reappointment of Office Bearers and Trustees; and to remit the Head of Corporate Services to develop a recruitment package for the vacant Independent Trustee position and any future vacancies that may arise.

It was agreed:-

- (i) to approve the re-appointment of J Livingstone to the Board of Trustees;
- (ii) to pass a resolution to re-appoint R Hume, J Minnery, J Brown and N McGhee;
- (iii) to re-elect Councillor Whitham and R Hume to Chair and Vice-Chair of East Ayrshire Leisure respectively;
- (iv) to remit the Head of Corporate Services to develop a recruitment package for future appointments; and
- (v) otherwise, to note the contents of the paper.

Councillor Elena Whitham, Trustee, then took the Chair.

DECLARATIONS OF INTEREST

2. No declarations of interest were intimated.

MINUTES OF PREVIOUS MEETING

3. There were submitted and approved the minutes of the previous Board meeting held on 25 February 2019 (circulated).

**MINUTES OF PERFORMANCE AND AUDIT SUB-COMMITTEE
OF 1 SEPTEMBER 2020**

4. There were submitted and noted the minutes of the Performance and Audit Sub-Committee meeting held on 1 September 2020 (circulated).

PERFORMANCE REPORT - APRIL TO JUNE 2020

5. There was submitted a report dated 7 September 2020 (circulated) by the Chief Officer which provided details of the Trust's performance for the period April to June 2020, the first quarter of 2020/21 financial year. This is the first report on the Delivery Plan 2020-22 and reflects the priorities outlined in the Strategic Plan which covers the period 2020 to 2030. The report also provided Trustees with a detailed analysis of Trust performance in the period, set within a context of an unprecedented situation brought about by lockdown restrictions associated with Covid-19. On 18 March, following Scottish Government guidance, all East Ayrshire Leisure venues were closed to the public and 72% of contracted and 100% of casual employees were put on furlough leave.

The following was also noted:

- The Chief Officer advised that staff who were not on furlough have been fantastic in supporting the Trust and Community Resilience, along with supporting Child Care Hubs in conjunction with Vibrant Communities.
- Some key activity carried out in order for the delivery plan to be implemented include: community engagement on the Facility Audit, strong marketing campaigns for the reopening of facilities, excellent communication/engagement with staff, and the review of box office and booking system.
- The Chair stated that Child Care Hubs, Future Museums and online book borrowing have all helped to keep communities going throughout lockdown.
- Bob McCulloch thanked the Trust in working together with the Council to deliver essential services.
- Annual SPI returns have been submitted, with a commitment to review guidance/procedural notes going forward.
- Risk Register reviewed in line with COVID-19.
- Reporting an adverse variance of £193,890. Management will continue to monitor and implement action to minimise adverse position.
- External Funding – Job Retention Scheme £450k claimed. There may be a small number of staff eligible for the Job Support Scheme. Job Retention Bonus Scheme will be submitted in January.
- Reserves currently sitting at minimum level.
- Museum and Galleries Exhibition Tax Relief (MGTR) – previously received £18k in 2019/20, with a further £21k received in April 2020. This funding will be available until April 2022.
- Allocated reserves shows £10k approved for Dower House improvements, this will be kept as a contingency at this time due to COVID-19.
- New contractor for Dean Castle should be on site by end of October.

It was agreed:-

- (i) to approve the East Ayrshire Leisure Performs Report for the period April to June 2020; and

- (ii) otherwise, to note the contents of the report.

WORKFORCE PLANNING

- 6. There was submitted a report dated 10 September 2020 (circulated) by the Chief Officer providing the Trustees with an update on workforce planning, the proposed new pay and grading structures and asking for approval to take forward service redesign as outlined in the report.

It was agreed:-

- (i) to approve the proposed East Ayrshire Leisure Pay and Grading Structure subject to benchmarking, alignment of grades and job evaluation;
- (ii) to approve the creation of flexible assistant roles, subject to employee and trade union consultation;
- (ii) to remit the Chief Officer to carry out service redesign and implement integrated priorities for presentation in 2021; and
- (iv) otherwise, to note the contents of the report.

The meeting terminated at 18:45 hours.