

PERFORMANCE AND AUDIT SUB-COMMITTEE

MINUTES OF MEETING HELD ON TUESDAY 17 AUGUST 2021 AT 1600 HOURS IN ST JOSEPH'S LEISURE CENTRE, GRASSYARDS ROAD, KILMARNOCK

PRESENT: Independent Trustees Robin Hume; Jackie Livingston; and June Minnery; and Councillor Jim Roberts, 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; and Karen Jones, Azets Audit Services

APOLOGIES: Councillor John McGhee, Trustee

CHAIR: Independent Trustee, Robin Hume.

CHAIR'S REMARK

The Chair welcomed our new Trustees Councillor Jim Roberts and David Ross (who attended to observe the meeting). He also thanked the following Trustees for their work and support: Councillor Neil McGhee and June Minnery, our Trade Union Trustee, who will now be replaced by Andy Wilson.

DECLARATIONS OF INTEREST

1. No declarations of interest were made.

MINUTES 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 18 May 2021 (circulated).

PERFORMANCE REPORT APRIL - JUNE 2021 (Q1)

3. There was submitted a report dated 29 July 2021 (circulated) by the Chief Officer, which provided details of the Trust's performance for the period April to June 2021, the first quarter of the 2021/22 financial year. Whilst the report provides Trustees with a detailed analysis of Trust performance in the period, it is set within a context of an unprecedented situation brought about by lockdown restrictions associated with Covid 19. Whilst there was an ease in lockdown and most East Ayrshire Leisure Trust venues are now open and operational, there has continued to have a reduction in capacity which has affected the quarter 1 performance and is projected to affect the 2021/22 yearend position. The management team continue to introduce new ways of working and mitigation measures to minimise the impact on performance.

During discussion on the report, the following was noted:

- Projecting an adverse variance of £377,150 reduced by Coronavirus Job Retention Scheme external funding received of £63,150.45 and potential further funding of approximately £17k resulting in a potential adverse position of £297,150.

- Decrease in overall attendance of 59% compared to this period in 2019/20 (2020/21 not a comparable year due closures etc. in relation to Covid-19).
- Annanhill Golf Course continues to grow and is up by 139%, along with William McIlvanney Leisure Centre with an increase of nearly 28% compared to the same period in 2019/20.
- Information on Quarter 1 highlights has been included within the main report.
- Unallocated reserves now sitting at £379,689.
- Jim Roberts asked if it was possible to apply for funding through Scottish Forestry. The Chief Officer advised it was a difficult process, but that we have already registered the Country Park and are planning to plant 7,000 trees in November at Kennedy Drive side linking to New farm Loch, which will involve volunteers and local schools.
- Performance Scorecard – attendances sitting at red, hopefully change over the next year. Virtual services have performed well and sitting at green - comparisons to previous year have been requested and will be brought to the next Board meeting.
- Jim Roberts highlighted the importance of green spaces, walking routes, parks etc. and asked if there was anything more we could do to encourage people to use these spaces. The Chief Officer advised a community consultation on the East Ayrshire Draft Recreation Plan has taken place and will launch in Sept/Oct with downloadable maps for routes made available. Grant funding has been received for Annanhill Golf Course to make better use of space for walkers. Constantly looking to develop the country park, and more outdoor fitness/cultural programming etc. will be introduced in the future.
- Risk Register has been reviewed and updated in categories 7, 15 and 16.
- Draft Leisure Facility Strategy being worked on with Facility & Property Management, Report will be taken to next Board meeting. East Ayrshire Leisure can't get access to Technology Forge, but a system has been created to work around. Jim Roberts will raise with Facility & Property Management.

It was agreed:

- (i) to consider and approve the East Ayrshire Leisure Performs Report for the period April to June 2021; and
- (ii) to otherwise note the content of this report.

2020/21 ANNUAL REPORT AND ACCOUNTS

4. There was submitted a report dated 29 July 2021 (circulated) by the Chief Officer that presents the 2020/21 Report and Accounts for approval by the Sub-Committee. The report shows that the Trust established sound procedures for financial management and our external auditors, Azets, are satisfied with accuracy of our accounts and the procedures that are in place to manage our finances.

Karen Jones drew attention to a number of highlights within the report:

- Draft report will be finalised and submitted to the AGM meeting on 14 September for Trustee approval.
- Chief Officer will provide Azets with assurance on process adopted for the Coronavirus Job Retention Scheme.
- Letter of comfort will be considered by the Council on 8 September.

- First year of re-evaluation of pension fund.
- Azets remains independent of the Trust, Trustees and Senior Management.
- Karen thanked the Trust on behalf of Azets for their support throughout audit carried out remotely.
- Letter of representation will be submitted to the AGM meeting for approval.

It was agreed:-

- to approve the 2020/21 Report and Accounts;
- to approve the Letter of Representation to accompany the accounts; and
- otherwise note the contents of the report.

STAFF RECOGNITION AWARD

- There was submitted a report dated 15 July 2021 (circulated) by the Head of Corporate Services that provided details of nominations for the East Ayrshire Leisure's Staff Recognition Scheme for the period April to June 2021. During the financial year 2020-21 we did not receive sufficient nominations each quarter to allow us to meet the agreed annual quantities, i.e. 4 externally nominated winners and 4 internally nominated winners. To allow us to meet the agreed quota, the judging panel reviewed all previous nominations submitted throughout the year and have provided recommendations to nominate 1 external winner and 1 internal winner. Standard of nominations high

It was agreed:-

- to consider and approve the nominations for the Internal and External Staff Recognition Award; and
- otherwise note the contents of the report.

ANY OTHER COMPETENT BUSINESS

- Communication with Trustees to be increased and copy of staff newsletter to be issued to them for information.

Summer Programme – update on how many customers took advantage of the government funded free spaces will be brought to the next Board meeting.

DATE OF NEXT MEETING

- East Ayrshire Leisure AGM and Board of Trustees – 14 September 2021
Performance & Audit Sub-Committee – 9 November 2021

The meeting terminated at 1655 hours.