

EAST AYRSHIRE LEISURE TRUST - BOARD OF TRUSTEES

MINUTES OF MEETING HELD ON TUESDAY 22 FEBRUARY 2022 AT 6.15PM IN THE RECEPTION ROOM, GRAND HALL, LONDON ROAD, KILMARNOCK

PRESENT: Councillors Clare Maitland; Jim Roberts; and Iain Linton, Trustees; Robin Hume; Jackie Livingston; James Adams; David Ross; and Andy Wilson; Independent Trustees; Bob McCulloch, Interim Head of Housing and Communities; ex officio Trustee and Blair Millar (observing meeting); both East Ayrshire Council

ATTENDING: Anneke Freel, Chief Officer; Lorraine Russell, Finance and Business Development Manager; and Carleen Fitzgerald, Engagement Support Officer, all East Ayrshire Leisure Trust

APOLOGIES: Robbie Mann, Independent Trustee; Councillors John McGhee, Trustee; and Joe McLachlan, Interim Head of Finance and ICT, East Ayrshire Council, ex officio Trustee; and Jackie Biggart, Head of Corporate Services, East Ayrshire Leisure Trust

CHAIR: Councillor Clare Maitland, Chair.

DECLARATIONS OF INTEREST

2. No declarations of interest were intimated.

MINUTES OF PREVIOUS MEETING

- 3.1 There were submitted and approved the minutes of the previous Board meeting held on 23 November 2021 (circulated).

MINUTES OF PERFORMANCE AND AUDIT SUB-COMMITTEE OF 8 FEBRUARY 2022

- 3.2 There were submitted and noted the minutes of the Performance and Audit Sub-Committee meeting held on 8 February 2022 (circulated).

PERFORMANCE REPORT OCTOBER - DECEMBER 2022 (Q3)

4. There was submitted a report dated 9 February 2021 (circulated) by the Chief Officer, which provided details of the Trust's performance for the period October to December 2021, the third 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 continued and enhanced restrictions brought about by the Omicron variant of the Covid 19 pandemic. As we work towards increasing confidence in our customers, facilities and services have not fully returned to pre-covid levels. This is not unexpected and is reflected in the quarter 3 performance and 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 £104,750, despite a loss of approx. £32,000 with Panto closed early due to further restrictions.
- Cultural venues attendance figures returned to 70% of pre-covid.

- Online reader engagement increased by 70% compared to same period in 2019/20.
- Information on Quarter 3 highlights has been included within the main report.
- Dean Castle Country Park Café survey, 499 responses received. Action Plan developed for implementation and will pilot for 6 months, with findings reported to the September Board meeting. Signage of menu, opening hours etc. to be displayed in car park.
- Issue with recruiting Lifeguards nationally. East Ayrshire Leisure offer a training programme, followed by recruitment and agreement to meet all costs with the member of staff signing on to stay with us for a period of time.
- Kilmarnock Infinity Loop funding received for routes 1 and 2, work starts in new year. Funding application will be submitted for route 3 shortly.
- Organisational learning to be included in future reports. These are brought to our Development Managers attention who then discuss with staff to take forward.

It was agreed:-

- (i) to note the East Ayrshire Leisure Performs Report for the period October to December 2021; and
- (ii) otherwise, to note the contents of the report.

TRUST BUDGET 2022/23

5. There was submitted a report dated 9 February 2022 (circulated) by the Head of Corporate Services that confirms the Trust's budget position for 2022/23 and shows how the savings target of £162,000 will be achieved.

It was agreed:-

- (i) to approve the budget position shown in this report, and
- (ii) to note the content of this report.

FINANCIAL STRATEGY

6. There was submitted a report dated 9 February 2022 (circulated) by the Head of Corporate Services that presents our 2022-2026 Financial Strategy to Trustees. The strategy describes how the organisation will maintain robust governance standards, whilst developing our business and ensuring the financials linked to the overall operations of our business meet our objectives, now and in the future.

It was agreed:

- (i) to approve the Financial Strategy;
- (ii) to remit the Chief Officer to work with East Ayrshire Council to identify future savings targets covering the period 2023-26; and
- (iii) to otherwise note the contents of the report.

COLLECTION DEVELOPMENT STRATEGY AND PROCEDURES

7. There was submitted a report dated 9 February 2022 (circulated) by the Chief Officer to provide Trustees with proposals in relation to our 2022-2030 Collection Development Strategy and revised Collection Procedural Manual; attached as Appendix 1 and Appendix 2

respectively. The strategy describes our vision for the Museum Collections that we care for and the procedural manual includes a comprehensive list of protocols that will ensure diligent and robust management of the non-building heritage assets that East Ayrshire Leisure manages on behalf of East Ayrshire Council.

During discussions, it was noted that:

- An ethical agreement is in place between galleries to share collections without charge.
- The musical collection gifted by the DeWaldens will be on display when the Castle has reopened, with an interpretation playing in the background.
- Currently looking at solutions for storage of collections at the Dick Institute, keen to have an open store that will enable the collections to be on display at all times, and tours provided by curator.

It was agreed that the following changes would be made to the recommendations:

- (i) to approve the Collection Development Strategy;
- (ii) Remit the Chief Officer to liaise with East Ayrshire Council's Chief Financial Officer and Chief Auditor to review the Collection Procedural Manual and to present both documents to East Ayrshire Council for approval; and
- (iii) to otherwise note the contents of the report.

ANY OTHER COMPETENT BUSINESS

8. The Chair thanked Bob McCulloch who will be retiring end March for his continued work and support, along with all other Trustees who may be stepping down before the next Board meeting. It was noted that the new Council Ex-Officio Trustee would be Blair Millar.

DATE OF NEXT MEETING

9. Performance & Audit Sub-Committee – 17 May 2022
East Ayrshire Leisure Board of Trustees – 31 May 2022

The meeting terminated at 19.05 hours.