

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

### **MINUTES OF MEETING HELD ON TUESDAY 14 JUNE 2022 AT 1600 HOURS IN THE RECEPTION ROOM, GRAND HALL, KILMARNOCK**

**PRESENT:** Independent Trustees Robin Hume; Jackie Livingston; and Andy Wilson; Trade Union Trustee; and Councillor Graham Boyd, Trustee

**ATTENDING:** Anneke Freel, Chief Officer; Lorraine Russell, Finance and Business Development Manager; and Carleen Fitzgerald, Development Officer (Admin); all East Ayrshire Leisure Trust; Nick Bennett, Azets Audit Services

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

#### **APOLOGIES**

1. Councillor Linda Holland; and Jackie Biggart, Head of Corporate Services

#### **DECLARATIONS OF INTEREST**

2. No declarations of interest were made.

#### **MINUTES OF PREVIOUS MEETING**

3. There were submitted and approved as a correct record of the Minutes from the meeting of the Performance and Audit Sub-Committee held on 8 February 2022 (circulated).

#### **PERFORMANCE REPORT JANUARY - MARCH 2022 (Q4)**

4. There was submitted a report dated 16 May 2022 (circulated) by the Chief Officer, which provided details of the Trust's performance for the period January – March 2022, the final 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 ongoing restrictions brought about by Covid-19 and subsequent recovery. As we work towards increasing confidence, our venues and services are beginning to return to pre-covid performance figures and, in some cases, exceeding them.

During discussion on the report, the following was noted:

- Performance figures across cultural venues are recovering well and have returned to 80% of pre-covid figures. Predominantly due to popular programming in the Cumnock Town Hall which has shown an increase of 75%. Along with the Baird Institute having a successful Q4.
- Online reader engagement seen an increase of 88% in Q4 compared to same period within 2019/20 prior to covid restrictions.
- The Palace & Grand Hall reopened in January 2022 after the Christmas closure and venue is back to hosting full scale community shows and gigs etc.
- Fitness memberships have shown full recovery post covid.
- 6 of our lifeguards received their Swimming Teacher Qualification.
- Financial performance – actual outturn is a favourable position of £455,644. £323,630 will be designated to items that were included in the 2021/22 projections, but not

completed or delivered by 31 March 2022. £20,000 will be designated to Retained Reserves, leaving balance of £132,104 to be allocated to Unallocated Reserves.

- This position has been achieved due to substantial external funding and sports income.
- Performance Scorecard – changing in the near future following a review of KPIs.
- The Chief Officer confirmed that there were people counters within the Dick Institute and around DCCP. River Ayr Way counters are being replaced.
- Dean Park – Dragon sculpture eroding therefore cannot be played on, interpretation to be done for the artwork. Shoot at play park closed due to tree routes underneath, the base has been realigned to reduce some speed.

It was agreed:

- (i) to approve the East Ayrshire Leisure Performs Report for the period January – March 2022; and
- (ii) to otherwise note the content of this report.

### **EXTERNAL AUDIT PLAN 2021/22**

5. There was submitted a report dated 30 May 2022 (circulated) by the Finance & Business Development Manager that presents Trustees with the External Audit Plan for 2021/22 for noting.

Nick advised that a lot of the audit has been undertaken already. Unsure if there will be a requirement for the letter of comfort from East Ayrshire Council?

The Trust's Financial Strategy was approved by Board on 8 February 2022, which details 5 year projection, giving stability, forward planning and flexibility for the future.

2021/22 Annual Report and Accounts will be submitted to the next Performance & Audit Sub-Committee meeting in August then to the Board meeting in September.

It was agreed:-

- (i) to note the External Audit Plan for 2021/22; and
- (ii) otherwise note the contents of the report.

### **INTERNAL AUDIT PLAN 2022/23**

6. There was submitted a report dated 15 May 2022 (circulated) by the Chief Officer that provides Trustees with an update of previous Audit Plans and provides details of the proposed Internal Audit Plan 2022/23 for consideration and approval.

It was agreed:-

- (i) to approve the Internal Audit Programme 2022/23 as proposed in this report; and
- (ii) otherwise note the contents of the report.

## **STAFF RECOGNITION AWARD**

7. There was submitted a report dated 17 May 2022 (circulated) by the Head of Corporate Services that provided details of nominations for the East Ayrshire Leisure's Staff Recognition Scheme for the period January – March 2022.

It was agreed:-

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

## **ANY OTHER COMPETENT BUSINESS**

8. The Chief Officer advised that the Head of Operations post has been advertised as permanent. 7 candidates went through an assessment centre, shortleeting will take place then interviews will be held on 28 June.

## **DATE OF NEXT MEETING**

9. East Ayrshire Leisure Board of Trustees – 28 June 2022  
Performance & Audit Sub-Committee – 16 August 2022

The meeting terminated at 1645 hours.