

EAST AYRSHIRE LEISURE TRUST - BOARD OF TRUSTEES

MINUTES OF MEETING HELD ON TUESDAY 28 JUNE 2022 AT 6PM IN THE DICK INSTITUTE, ELMBANK AVENUE, KILMARNOCK

PRESENT: Councillors Clare Maitland; Iain Linton; Graham Boyd; James Adams, Trustees; Robin Hume; Jackie Livingston; Robbie Mann; and Andy Wilson; Independent Trustees; Joe McLachlan, Chief Financial Officer and Head of Finance and ICT; and Blair Millar; Head of Housing and Communities; ex officio Trustees; both East Ayrshire Council

ATTENDING: Anneke Freel, Chief Officer; Jackie Biggart, Head of Corporate Services; Lorraine Russell, Finance and Business Development Manager; Dianne Reid, Relationship and Business Development Manager; and Carleen Fitzgerald, Development Officer (Admin); all East Ayrshire Leisure Trust

APOLOGIES

1. David Ross, Independent Trustee, and Councillor Linda Holland, Trustee

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 22 February 2022 (circulated).

MINUTES OF PERFORMANCE AND AUDIT SUB-COMMITTEE OF 14 JUNE 2022

- 3.2 There were submitted and noted the minutes of the Performance and Audit Sub-Committee meeting held on 14 June 2022 (circulated).

LIVING YOUR BEST LIFE: STRATEGIC PROGRAMMING

4. There was submitted a report dated 13 June 2022 (circulated) by the Chief Officer that presents to Trustees our Programme Development Strategy for the period 2022-2026. This strategy will provide a framework and a mechanism for selecting and producing a range of events and programmes.

It was agreed:-

- (i) to approve the Programme Development Strategy; and
- (ii) otherwise, to note the contents of the report.

PERFORMANCE REPORT JANUARY - MARCH 2022 (Q4)

5. There was submitted a report dated 13 June 2022 (circulated) by the Chief Officer, which provided details of the Trust's performance for the period January – March 2022, the fourth 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. This is 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.
- Annanhill Golf Course and Ayrshire Athletics Arena have also performed well, with the AAA attracting more regional events. Within the Leisure Facility Strategy, there are plans for a new stadium that will be able to hold national events.
- Online reader engagement seen an increase of 88% in Q4 compared to same period within 2019/20 prior to covid restrictions.
- Information on Quarter 4 highlights has been included within the main report.
- 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.
- The Board congratulated the management team and the staff for achieving a positive financial outturn.
- Robin Hume advised that External Audit were happy with how the audit had progressed.

It was agreed:-

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

2021/22 CORPORATE DELIVERY PLAN HIGHLIGHTS

6. There was submitted a report dated 13 June 2022 (circulated) by the Chief Officer that outlines for Trustees some of the highlights from the corporate delivery plan for the period 2021/22.

During discussions, the following was noted:

- The Trust and Vibrant Communities are working in partnership for the School holiday programme, our events are being promoted through the education app as Active EA and via School Newsletters that will be issued before schools close.
- Performance monitoring will be added to the Programme Monitoring Protocol and we will report to Trustees advising how many have booked through the education app.
- Illuminight will not return, but the Trust have appointed an events management company (Unique) for a soft launch of the reopening of Dean Castle at Christmas with activities running through to spring when the formal opening will take place.
- Programming group will schedule in future events. A high profile cycling event will be held next year in line with the National World Cycling Championships.

It was agreed:-

- (i) to note the highlights from the Corporate Delivery Plan 2021/22, and
- (ii) to note the content of this report.

UPDATE ON BOARD OF TRUSTEE MEMBERSHIP

7. There was submitted a report dated 9 June 2022 (circulated) by the Chief Officer that provides Trustees with an update following the Scottish Council Local Elections in May 2022 and seeks approval for nominations to each Trustee Ambassador Role.

It was noted that recruitment for the vacant Trustee will be specifically advertised for the Protecting our Environment Ambassador role.

It was agreed:

- (i) to approve the nominations for Trustee Ambassadors; and
- (ii) to otherwise note the contents of the report.

REVISED CONSTITUTION AND SERVICE LEVEL AGREEMENT

8. There was submitted a report dated 13 June 2022 (circulated) by the Chief Officer to provide Trustees with information on a review of the East Ayrshire Leisure Trust's constitution, along with a review of the service agreements between East Ayrshire Council and EALT. Trustees are being asked to approve the revised constitution and to recommend approval of the service agreements to East Ayrshire Council.

It was agreed:

- (i) to approve the revised East Ayrshire Leisure Trust Constitution;
- (ii) to recommend the Service Level Agreement between East Ayrshire Council and East Ayrshire Leisure Trust to East Ayrshire Council for approval; and
- (iii) to otherwise note the contents of the report.

ORGANISATIONAL REVIEW UPDATE

9. There was submitted a report dated 13 June 2022 (circulated) by the Chief Officer that provides Trustees with an update on the implementation of the organisational review that was approved on 2 November 2021. To outline the timetable for the consultation for changes that are scheduled to take place on 1st April 2023, and to seek approval for some amendments to the approved review.

The following points were noted:

- The report was discussed and approved at the recent Trade Union meeting.
- Head of Operations post now appointed. Paul Mathieson will take up post mid-August.
- No longer considering dual role at pool sites, there will be a dedicated post of Sports Venue Officer that will ensure there is a supervisory role in place at all times.

It was agreed:

- (i) to approve the amendments to the Organisation Review; and
- (ii) to otherwise note the contents of the report.

ORGANISATIONAL LEARNING

- 10.** There was submitted a report dated 23 May 2022 (circulated) by the Relationship & Business Development Manager that provides Trustees with detail of our 'Organisational Learning' process and associated practices, and our commitment to embedding the ethos of continuous improvement.

It was agreed:

- (i) to note the contents of the report.

STAFF AMBASSADOR PROGRAMME

- 11.** There was submitted a report dated 23 May 2022 (circulated) by the Relationship & Business Development Manager that provides Trustees with detail of our proposed Staff Ambassador Programme and to remit to the Manager to develop and implement the proposal fully.

It was noted that the report had been approved at the Trade Union meeting.

It was agreed:

- (i) to note the contents of the report; and
(ii) to approve the proposal and remit to the Development Manager to implement the scheme.

ANY OTHER COMPETENT BUSINESS

- 12.** Councillor Iain Linton asked that a mix of waste plastic and tar is taken into consideration for the surface of the Infinity Loop. The Chief Officer stated the detail design and technical design have been appointed, and that project management will be carried out by ARA who are keen and committed to look at alternative surfaces that promote environmental best practice.

DATE OF NEXT MEETING

- 13.** Performance & Audit Sub-Committee – 16 August 2022
East Ayrshire Leisure Board of Trustees – 13 September 2022

The meeting terminated at 19.20 hours.