

PERFORMANCE AND AUDIT SUB-COMMITTEE

MINUTES OF MEETING HELD ON TUESDAY 7 FEBRUARY AT 1600 HOURS IN THE RECEPTION ROOM, GRAND HALL, KILMARNOCK

PRESENT: Independent Trustees Robin Hume; Jackie Livingston; and Andy Wilson; Trade Union Trustee; and Councillors Linda Holland and Graham Boyd, Trustees

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

CHAIR: Independent Trustee, Robin Hume.

APOLOGIES

1. N/A

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 November 2022 (circulated).

PERFORMANCE REPORT OCTOBER - DECEMBER 2022 (Q3)

4. There was submitted a report dated 17 January 2023 (circulated) by the Chief Officer, which provided details of the Trust's performance for the period October - December 2022, the third quarter of the 2022/23 financial year. In line with the organisational review, Strategic Vision and Corporate Delivery Plan, the performance report has been separated into 3 documents: East Ayrshire Leisure Performs; Corporate Delivery Plan Record of Progress; and Financial Performance.

During discussion on the report, the following was noted:

- Attendance figures across our venues was 478,754. All venues have been well attended, including Libraries. Doon Valley Leisure Centre up 51% and Rose Reilly Leisure Centre 56% increase on pre-covid figures for Qtr3.
- DCCP visitors up 123% from same period in 2021/22 contributed by attendance at events, café etc.
- Dick Institute increased by 79% and Burns House Museum by 49% from same period as 2021/22. A lot of young people engagement due to our Christmas programme and the Quentin Blake exhibition where we received grant funding for buses to help schools attend.
- Panto was a great success with our income target met. School attendance numbers were down, however, we found that more people came with their families.
- Spirit of Christmas did well, an evaluation report will be taken to the Board meeting on 21 February 2023.

- Projecting surplus of £157,000, predominantly related to income generation and maximising external funding.
- The Sustainability team will be carrying out a service review to determine the best model for achieving and maintaining the highest standards within each of our venues. It is proposed that an allocation of £27,500 is taken from unallocated reserves to facilitate this review.
- Azets Audit Services have been appointed as our external Auditors for a further 3 years.
- The opening hours at the DCCP Café will remain as is and will be permanent following the organisational review.
- The Chair congratulated the team for being awarded £20m Levelling Up Fund to deliver the Cultural Kilmarnock Project in conjunction with the Council.

It was agreed:

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

TRUST BUDGET 2023/24

5. There was submitted a report dated 26 January 2023 (circulated) by the Chief Officer that confirms the Trust's position for 2023/24 and shows how the savings target of £198,000 will be achieved.

The following was noted:

- £130,000 has been generated from the organisational review for the period 2022/23. The remaining £68,000 will be temporarily funded from reserves, with further savings to be identified.
- The draft annual budget is shown as 'Total' figure within the report, but will be split into our new services following the implementation of the organisational review in April 2023.

It was agreed:-

- (i) to approve the budget position in this report; and
- (ii) otherwise note the contents of the report.

BAD DEBT & DEBT RECOVERY

6. There was submitted a report dated 9 January 2023 (circulated) by the Head of Corporate Services that provides Trustees with information relating to the reintroduction of our Bad Debt & Debt Recovery Policy following the Covid-19 pandemic.

The following was noted:

- Jackie advised that since the Trust was established, £30,000 debt has been written off.
- Bad and doubtful debts of £4,141.74 has been identified to be written off.

- Lorraine advised that we always allow £8,000 provision for bad debt per year, currently sitting at £11,000 in Qtr3 which will be actively pursued in line with the Policy.
- All debt below £200 is pursued in line with our debt procedure.

It was agreed:-

- (i) to approve the proposed write off of bad debt; and
- (ii) otherwise note the contents of the report.

ANY OTHER COMPETENT BUSINESS

7. Jackie Livingston stated that a new Athletics Arena in Ayr had just opened and asked if there were concerns that it may cause competition. The Chief Officer advised that Scottish Athletics had suggested that they will work with East Ayrshire Leisure's Athletics facility and will provide possible investment for a viewing stadium.

Trustees were not aware of the Focus Group for the Palace prior to the information being circulated on social media. The Chief Officers advised that we are looking into the process internally.

The Chief Officer is meeting with Police Scotland and stakeholders on a weekly basis in relation to the recent behaviour of youths. Security is now on the doors at the Grand Hall/Palace Theatre for the next month until the situation has been reviewed, and staff are sharing radio communications with Police, Burns Mall and Bus Station for any incidents.

DATE OF NEXT MEETING

8. East Ayrshire Leisure Board of Trustees – 21 February 2023
Performance & Audit Sub-Committee – 16 May 2023

The meeting terminated at 1645 hours.