

EAST AYRSHIRE LEISURE TRUST - BOARD OF TRUSTEES

MINUTES OF MEETING HELD ON TUESDAY 21 FEBRUARY 2023 AT 6PM HOURS AT THE GRAND HALL, KILMARNOCK

PRESENT: Councillors Linda Holland Graham Boyd; Iain Linton; and James Adams, Trustees; and Robin Hume; David Ross; Melanie Swan; Andy Wilson, Independent Trustees; and; and Blair Millar, Head of Housing and Communities, East Ayrshire Council, ex officio Trustee

ATTENDING: Anneke Freel, Chief Officer; Jackie Biggart, Head of Corporate Services; Paul Mathieson, Head of Operational Services; Lorraine Russell, Strategic Lead: Creating a Solid Foundation for Growth; Dianne Reid, Strategic Lead: Sharing Our Vision; and Carleen Fitzgerald, Development Officer (Admin), all East Ayrshire Leisure Trust

CHAIR: Robin Hume, Trustee

APOLOGIES

1. Councillor Clare Maitland, Trustee; Jackie Livingston, Independent Trustee and Joe McLachlan, Chief Financial Officer and Head of Finance and ICT

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 November 2022 (circulated).

MINUTES OF PERFORMANCE AND AUDIT SUB-COMMITTEE OF 7 FEBRUARY 2023

- 3.2 There were submitted and noted the minutes of the Performance and Audit Sub-Committee meeting held on 7 February 2023 (circulated).

HOSPITALITY PLAN

4. There was submitted a report dated 9 February 2023 (circulated) by the Strategic Lead – Creating a Solid Foundation for Growth, which put forward proposals for the future development of Hospitality Services for Board consideration and approval.

During discussion on the report, the following was noted:

- The 2 new part time Development Co-ordinator posts were previously approved within the organisational review.

It was agreed:-

- (i) to approve the proposed changes highlighted within the report; and
- (ii) otherwise, to note the contents of the report.

PERFORMANCE REPORT OCTOBER - DECEMBER 2022 (Q3)

5. There was submitted a report dated 7 February 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 split 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:

- The report was approved by the Performance and Audit Sub-Committee on 7 February 2023.
- Overall attendance was 478,754 across our venues.
- New monitoring system at DCCP in place for over a year can now compare year on year - up 123% from same period in 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.
- Organisational Learning – working with Police Scotland and Officers within the Council in relation to anti-social behaviour. Training for staff and risk assessments are in place.
- Snow White Panto was really well attended. Not all schools attended; however, the number of family tickets bought were increased.
- Chief Officer thanked all Volunteers helping at the Spirit of Christmas event at the DCCP.
- 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.
- Attendance figures include those visiting warm hubs. High attendance where programming is in place i.e. Dick Institute and Stewarton. Constantly monitoring warm hub venues, if any are not being attended these will be reviewed and possibly moved to another location.
- Staff turnover rate was raised in Qtr2 as a number of temporary contracts ended.

It was agreed:-

- (i) to note the East Ayrshire Leisure Performs report for the period October - December 2022; and
- (ii) otherwise, to note the contents of the report.

WINTER FESTIVAL

6. There was submitted a report dated 7 February 2023 (circulated) by the Head of Operational Services, which provides Trustees with an update on the East Ayrshire Leisure Winter Festival 2022, which East Ayrshire Leisure managed on behalf of East Ayrshire Council.

The following was noted:

- 30,903 people attended the Winter Festival, which consisted of Winter Market at Kilmarnock Cross, festive activities across many communities, and Spirit of Christmas at DCCP.
- Head of Operational Services meeting with the Council's Kilmarnock Town Centre team and Celebrate Kilmarnock in relation to feedback from Town Centre.

- Working group meeting to progress proposals for this year's winter festival.
- Churches happy to get involved in this year's event, look to include school choirs etc.
- Funding application opportunities to be explored again for this year.

It was agreed:

- (i) To note the success of the Winter Festival 2022 and the next steps for the 2023 Winter Festival; and
- (ii) otherwise, to note the contents of the report.

TRUST BUDGET 2023/24

7. There was submitted a report dated 7 February 2023 (circulated) by the Chief Officer that confirms the Trust's budget position for 2023/24 and shows how the savings target of £198,000 will be achieved.

It was noted that 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 shown in this report; and
- (ii) otherwise, to note the contents of the report.

ORGANISATIONAL REVIEW UPDATE

8. There was submitted a report dated 9 February 2023 (circulated) by the Chief Officer that provides Trustees with an update regarding the East Ayrshire Leisure Trust organisational review that was approved by the Board of Trustees on 2 November 2021 following Trade Union consultation, and is programmed to be implemented on a staged basis between 2021 and 2025.

It was agreed:-

- (i) to note the progress being made to implement the organisational review; and
- (ii) otherwise, to note the contents of the report.

THE TRUST'S 10TH ANNIVERSARY

9. There was submitted a report dated 2 February 2023 (circulated) by the Chief Officer that informs Trustees of the plans, projects and events which will be held throughout 2023 to mark the 10th anniversary of East Ayrshire Leisure Trust.

The following was noted:

- 'Party at the Palace' will take place on 1st July for our 10th Anniversary; this will be our Staff Exchange event for the year.
- East Ayrshire Leisure will be taking part in Volunteer Week in June. Our Volunteer Officer will look into opportunities to nominate volunteers for the Saltire Awards.
- Youth Board to be introduced to complement our existing Board of Trustees, their focus will be on our programming.
- Long service awards to be implemented, EA Gift Card/hamper with local food suppliers to be given, look into reaching out to suppliers to donate/sponsor this

initiative. Also, look into opportunities for the Trust to take part in Economic Social Governance (ESG) to help support local businesses.

- In discussions with Ayrshire Food Network for markets to be held quarterly at Dean Castle.
- Staff and Board to nominate a charity annually, which will be discussed and agreed by the Performance & Audit Sub-Committee.
- Staff Ambassador Scheme will be introduced.

It was agreed:-

- (i) to approve the allocation of £30k from unallocated reserves to support the programme of events and introduction of initiatives detailed within the report;
- (ii) approve the allocation of £5k from MGTR Funds currently held in reserves to support the Open Exhibition; and
- (iii) otherwise, to note the contents of the report.

ANY OTHER COMPETENT BUSINESS

- 10.** The Chief Officer advised that invitations would be issued to Trustees for 'Party at the Palace', which will take place on Saturday 1 July 2023.

'Friends and Family' days have been organised for the 22, 25 and 26 March ahead of the opening of the Castle to get feedback ahead of opening in April. Further information will be issued to Trustees in due course.

Janice Gilmour has resigned from the position of Strategic Lead: Living Your Best Life. The post will be advertised later this week, with the closing date 17 March, with the aim of having somebody in post by late April/early May.

The Palace Panel has been postponed until we are more advanced with the project design.

Councillor Linda Holland visited Catrine Primary and asked if the Trust were able to donate books for their Library for P4-P7 pupils.

DATE OF NEXT MEETING

- 11.** Performance & Audit Sub-Committee – 16 May 2023
East Ayrshire Leisure Board of Trustees – 30 May 2023

The meeting terminated at 19.25 hours.