

## **EAST AYRSHIRE LEISURE TRUST - BOARD OF TRUSTEES**

### **MINUTES OF MEETING HELD ON TUESDAY 14 SEPTEMBER 2021 AT 6.08PM IN THE RECEPTION ROOM, GRAND HALL, LONDON ROAD, KILMARNOCK**

**PRESENT:** Councillors Clare Maitland; Jim Roberts and John McGhee, Trustees; and Robin Hume; Jackie Livingston; James Adams; David Ross; Robbie Mann and Andy Wilson; Independent Trustees; and Joe McLachlan, Interim Head of Finance and ICT, East Ayrshire Council, ex officio Trustee.

**ATTENDING:** Anneke Freel, Chief Officer; Jackie Biggart, Head of Corporate Services; Lorraine Russell, Finance and Business Development Manager; Christine Keenan, Property & Estates Development Manager; and Carleen Fitzgerald, Engagement Support Officer, all East Ayrshire Leisure Trust.

**APOLOGIES:** Councillors Ian Grant; and Iain Linton; Trustees; and Bob McCulloch, Interim Head of Housing and Communities, East Ayrshire Council, ex officio Trustee.

**CHAIR:** Councillor Clare Maitland, Chair.

### **APPOINTMENT OF OFFICE BEARERS**

- I. There was submitted a report dated 2 September 2021 seeking confirmation of reappointment of existing Trustees and the appointment of new Trustees to the Board. The Chief Officer thanked Trustees for the work and support they have given East Ayrshire Leisure over the years and welcomed our new Trustees.

It was agreed to:

- (i) approve the re-appointment of R Mann to the Board of Trustees;
- (ii) pass a resolution to re-appoint R Hume and J Livingston;
- (iii) elect Councillor Maitland as Chair of East Ayrshire Leisure and re-appoint R Hume to Chair of Performance & Audit Sub-Committee and Vice Chair of East Ayrshire Leisure respectively;
- (iv) confirm the appointment of Councillor J Roberts, Councillor J McGhee, J Adams, D Ross and A Wilson to the Board of Trustees and relevant sub-committees; and
- (v) otherwise, to note the contents of the report.

### **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 1 June 2021 (circulated).

### **MINUTES OF PERFORMANCE AND AUDIT SUB-COMMITTEE OF 17 AUGUST 2021**

- 3.2 There were submitted and noted the minutes of the Performance and Audit Sub-Committee meeting held on 17 August 2021 (circulated).

## **PERFORMANCE REPORT APRIL - JUNE 2021 (Q1)**

4. There was submitted a report dated 29 July 2021 (circulated) by the Chief Officer, which provided details of the Trust's performance for the period April to June 2021, the first 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 an unprecedented situation brought about by lockdown restrictions associated with Covid 19. Whilst there was an ease in lockdown and most East Ayrshire Leisure Trust venues are now open and operational, there has continued to have a reduction in capacity which has affected the quarter 1 performance and is 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 £377,150 reduced by Coronavirus Job Retention Scheme external funding received of £63,150.45 and potential further funding of approximately £17k resulting in a potential adverse position of £297,150. The Chief Officer noted that Creative Scotland funding of £65k has been received which will be shown in the next quarter performance report (Qtr2 July-Sept 21).
- There has been a decrease in overall attendance of 59% compared to this period in 2019/20 (2020/21 not a comparable year due closures etc. in relation to Covid-19).
- Annanhill Golf Course continues to grow and is up by 139%, along with William McIlvanney Leisure Centre with an increase of nearly 28% compared to the same period in 2019/20.
- Unallocated reserves now sitting at £379,689, and retained reserves at £250,000.
- Information on Quarter 1 highlights has been included within the main report.
- It was noted that vacancies had been put on hold for sometime throughout 2020/21, but they are now being advertised if they are business essential.

It was agreed:-

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

## **LEISURE TRUST VENUE MAINTENANCE**

5. There was submitted a report dated 22 July 2021 (circulated) by the Property & Estates Development Manager providing the Trustees with an update on the work being done with East Ayrshire Council in relation to maintenance of the facilities and estates being operated by East Ayrshire Leisure Trust.

The following was noted:

- East Ayrshire Leisure has recently signed up to participate in the Council's Property Pledge which has been developed to ensure that building repairs and maintenance are kept up to standard.
- Maintenance Liaison meetings are ongoing with the Council. Finance sits with the Council, Christine will ask to see information on trends of increase in revenue costs.

- Jim Roberts asked that Christine provide him with information in relation to Technology Forge.
- Zero carbon aim – East Ayrshire Leisure now has a smaller portfolio of core facilities and we will be able to identify priorities in a pro-active way.

It was agreed:-

- (i) to note the content of this report.

Jim Roberts left the meeting at 18.30 hours.

## **LEISURE FACILITY STRATEGY**

6. There was submitted a report dated 2 September 2021 (circulated) by the Chief Officer presenting to Trustees the first ever draft East Ayrshire Leisure Trust Facility Strategy and to remit the Chief Officer to integrate the priorities into future facility planning in partnership with East Ayrshire Council. In 2019/20 East Ayrshire Leisure Trust as part of the priorities identified in our Strategic Vision carried out a thorough review of leisure facilities across East Ayrshire.

During discussion on the report, the following was noted

- The contents of the report will be reviewed as part of our delivery plan every 2 years.
- East Ayrshire Leisure and Centre Stage will work closely to deliver a wide range of Performing Arts. With the Grand Hall redevelopment, we plan to reopen with a different/new programme that will raise our profile, while also extending our Performing Arts into all communities.
- Joe McLachlan advised there are no plans to put public wi-fi within schools as it is restricted. East Ayrshire Leisure are working with the Council on how to deliver a change to customer service that will include wifi across their core venues.

It was agreed:

- (i) to approve the draft Leisure Facility Strategy;
- (ii) to remit the Chief Officer to integrate the priorities for each venue into facility development plans in partnership with East Ayrshire Council; and
- (ii) to otherwise note the contents of the report.

## **VOLUNTARY RETIREMENT**

7. There was submitted a report dated 6 August 2021 (circulated) by the Chief Officer to seek the Board's approval of an early retirement application on grounds of Efficiencies of Service, waving actuarial reductions, in accordance with the Trust's Policy.

It was agreed:

- (i) to approve the early retirement application on the grounds of Efficiencies of Service and Waving the Actuarial Reductions (Appendix A); and
- (ii) to otherwise note the contents of the report.

## **ANY OTHER COMPETENT BUSINESS**

8. N/A

## **DATE OF NEXT MEETING**

9. Performance & Audit Sub-Committee – 9 November 2021  
East Ayrshire Leisure Board of Trustees – 23 November 2021

The meeting terminated at 18.52 hours.