

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

### **MINUTES OF MEETING HELD ON TUESDAY 18 FEBRUARY 2020 AT 1600 HOURS IN THE DOWER HOUSE, DEAN CASTLE COUNTRY PARK, KILMARNOCK**

**PRESENT:** Independent Trustee Robin Hume; Councillors Clare Maitland and Neil McGhee, Trustees; and Independent Trustee June Minnery.

**ATTENDING:** Anneke Freel, Chief Officer; Jackie Biggart, Head of Corporate Services; Lorraine Russell, Senior Accountant and Carleen Fitzgerald, Secretary; all East Ayrshire Leisure Trust; and Gillian Hamilton, Democratic Services Officer, East Ayrshire Council.

**APOLOGY:** Independent Trustee Jackie Livingstone.

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

### **DECLARATIONS OF INTEREST**

- I. No declarations of interest were made.

### **MINUTE OF PREVIOUS MEETING**

2. There was submitted and approved as a correct record the Minute of the meeting of the Performance and Audit Sub-Committee held on 19 August 2019 (circulated).

### **EAST AYRSHIRE LEISURE PERFORMS - OCTOBER TO DECEMBER 2019**

3. There was submitted a report dated 5 February 2020 (circulated) by the Chief Officer which provided details of the Trust's performance for the period October to December 2019, the third quarter of the 2019/20 financial year. The report projected an adverse variance and a favourable position in attendances for Quarter 3.

It was agreed:-

- (i) to approve the Performance Report for October to December 2019 for submission to the Board, including the proposal that, in recognition of the current financial position, the Financial Reserves Policy of between 3-5% of turnover be changed to a minimum of 2% of turnover. This would provide a contingency for any adverse weather over the next few months which might further impact on the financial position. Lorraine Russell would confirm that this would be in line with East Ayrshire Council's Reserves Policy and, the External Auditor's opinion in relation to the proposal. Notwithstanding the proposal, The Trust would try to maintain reserves within 3% of turnover. A range of measures were already in place to bring the reserves back up to previous levels;
- (ii) to note, in addition to the Q3 highlights in the report (a) that the Palace Complex and Cumnock Town Hall were among this year's Best Bar None (BBN) winners, with the Palace winning Gold and Cumnock Town Hall winning a Silver Award in the BBN Scotland National category: Best Specialist Entertainment Venue; and (b) that an invitation was extended to Trustees to attend the Johnnie Walker Display opening evening at the Dick Institute on 20 February 2020;

- (iii) to note the full explanation given at the meeting in relation to MGTR funds of £18,233 showing in the reserves table as at 31 December 2019 and that officers were looking at how the funds should be utilised;
- (iv) to note the average days lost per employee due to sickness in the Performance Scorecard and that training was currently being rolled out on the Supporting Attendance At Work Policy;
- (v) to note that more work was planned on profiling to ensure that the targets in the Performance Scorecard were realistic;
- (vi) to note the intention to review the Risk Register to reflect operational concerns better; and
- (vii) otherwise, to note the contents of the report.

### **CHARGES FOR SERVICES 2020/21**

4. There was submitted a report dated 28 January 2020 (circulated) by the Chief Officer which proposed charges for services for 2020/21.

It was agreed:-

- (i) to approve the Schedule of Charges appended to the report for submission to the Board;
- (ii) to note that front line staff were strengthening relationships with customers in relation letting of community spaces;
- (ii) to note that core and non-core hours would be looked at as part of the next phase of the charges review;
- (iii) to note the level of charge applicable to routine Council lets. Charges for any larger scale events would be negotiated in partnership;
- (iv) to note that following discussions that had taken place with East Ayrshire Council, a report was being submitted to Cabinet on a School Letting Policy, which would streamline lets for customers and assist with the ongoing income deficit issue;
- (v) to note that proposals were being developed for the Trust to manage leisure facilities at the new Barony Campus, should this be the Council's preferred way forward;
- (vi) to note that a marketing campaign would actively promote the new charges;
- (vi) to keep the charges under review; and
- (vii) otherwise to note the report.

### **TRUST BUDGET 2020/21**

5. There was submitted a report dated 6 February 2020 (circulated) by the Chief Officer which confirmed the Trust's budget position 2020/21 and showed how the savings target of £190,750 would be achieved.

It was agreed:-

- (i) to approve the budget position shown in this report for submission to the Board;
- (ii) to note that the Q1 2020/21 performance report would bring more detail on service division; and

- (iii) otherwise, to note the contents of the report.

### **LABYRINTH UPDATE**

- 6. There was submitted a report dated 27 January 2020 (circulated) by the Chief Officer which provided an evaluation of the Labyrinth Challenge event recently held at the Ayrshire Athletics Arena.

It was agreed:-

- (i) to note the contents of the evaluation report for the Labyrinth Challenge event;
- (ii) to note the importance of “testing” and evaluating a wide range of events;
- (iii) to note the comment made about the opportunity to promote services and facilities and the issues around this as discussed at the meeting;
- (iii) to note that the Trust would host a stall at the forthcoming World Pipe Band Championships; and
- (iv) otherwise to note the report.

### **STAFF RECOGNITION AWARD**

- 7. There was submitted a report dated 27 January 2020 (circulated) by the Head of Corporate Services which provided details of nominations for the East Ayrshire Leisure’s Staff Recognition Scheme for the period July to September 2019 and October to December 2019 for consideration.

It was agreed:-

- (i) to approve the nominations for the award of ‘Delivering Excellent Customer Service’ and ‘Going the Extra Mile’; and
- (ii) otherwise, to note the content and appendices of this report.

The meeting terminated at 1710 hours.