

EAST AYRSHIRE LEISURE TRUST - BOARD OF TRUSTEES

MINUTES OF MEETING HELD ON TUESDAY 1 JUNE 2021 AT 6PM BY VIDEO CONFERENCE

PRESENT: Councillors Clare Maitland; Ian Grant; Neil McGhee; Iain Linton, Trustees; and Robin Hume, June Minnery, Jackie Livingston, Robbie Mann, Jean Brown, Independent Trustees; and Bob McCulloch, Interim Head of Housing and Communities, and Joe McLachlan, Interim Head of Finance and ICT, East Ayrshire Council, ex officio Trustees.

ATTENDING: Anneke Freel, Chief Officer; Lorraine Russell, Finance and Business Development Manager; and Carleen Fitzgerald, Engagement Support Officer, all East Ayrshire Leisure Trust.

CHAIR: Robin Hume

APOLOGIES

- I. Councillor Elena Whitham, Trustee; and Jackie Biggart, Head of Corporate Services.

Robin Hume congratulated Elena on her new role as a MSP and advised that this would have been Elena's last meeting, along with Neil McGhee and June Minnery. He thanked them all for their work and support throughout their time on the Board.

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 23 February 2021 (circulated).

MINUTES OF PERFORMANCE AND AUDIT SUB-COMMITTEE OF 18 MAY 2021

- 3.2 There were submitted and noted the minutes of the Performance and Audit Sub-Committee meeting held on 18 May 2021 (circulated).

PERFORMANCE REPORT JANUARY – MARCH 2021 (Q4) ANNUAL DELIVERY PLAN HIGHLIGHTS

4. There was submitted a report dated 17 May 2021 (circulated) by the Chief Officer, which provided details of the Trust's performance for the period January to March 2021, the fourth quarter of the 2020/21 financial year. It also provides a summary of performance throughout 2020/21. 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. East Ayrshire entered level 4 restrictions on the 24 December 2020 and all venues, except for Dean Castle Country Park (outdoor spaces only) and Annanhill Golf Course, have been closed throughout the period.

The following was also noted:

- Projecting a positive variance of £510,439

- £110,000 of surplus to be allocated to retained reserves, the remaining £369,689 will be transferred to unallocated reserves for future designation.
- £10,000 previously allocated for Dower House upgrades, and then essential COVID expenditure will now be reallocated to unallocated reserves.
- Trustees thanked staff for the work undertaken throughout this difficult year financially and operationally.
- Decrease in overall attendance of 96% compared to this period last year.
- E-Books continues to grow with an increase of 120%, Housebound Library Services risen by 15%, along with Annanhill Golf Course which is up by 375% compared to the same period last year.
- Information on Quarter 4 highlights and 2020/21 Delivery Plan highlights has been included within the main report.
- Stewarton Sports Centre has been renamed Rose Reilly Sports Centre.
- East Ayrshire Recreation Plan consultation received 80 responses, which will be reviewed, and final document published Summer 2021.
- Funding of £30,750 requires designated for the future financial year to support improvement and development, as they were not completed/delivered by 31 March 2021.
- Income generation for Sports will be monitored closely over the next few months.
- External Audit currently ongoing, will discuss reserves at the closing meeting.
- Auditor joined our last P&ASC meeting where it was stated that a letter of comfort should be sought again from East Ayrshire Council.
- Risk Register – no changes but continues to be monitored regularly.

It was agreed:-

- (i) to approve the East Ayrshire Leisure Performs Report for the period January to March 2021;
- (ii) to approve the adjustments to reserves; and
- (iii) otherwise, to note the contents of the report.

CAPITAL INVESTMENT PROGRAMME

5. There was submitted a report dated 17 May 2021 (circulated) by the Chief Officer providing the Trustees with an update on the East Ayrshire Council Capital Investment programme as it impacts on facilities operated by East Ayrshire Leisure Trust.

The Chief Officer will enquire regarding electric car charging points installed.

It was agreed to:-

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

DIGITAL TRANSFORMATION ACTION PLAN

6. There was submitted a report dated 17 May 2021 (circulated) by the Chief Officer providing an update to Trustees on a digital gap analysis and seeking approval for the implementation of a Digital Transformation Action Plan.

The Chief Officer confirmed that discussions are ongoing with the Council's I.T department to link in and work closely on matters such as developing the Trust's Intranet and website.

Joe McLachlan stated that there are plans in place for developing the Council's I.T which will also include the Trust.

It was agreed:

- (i) to approve the Digital Transformation Action Plan and remit the Chief Officer to identified costs for future designation; and
- (ii) to otherwise note the contents of the report.

ANY OTHER COMPETENT BUSINESS

7. Anneke advised that Illuminight would not be taking place this year, and that it would coincide with the re-opening of the Dean Castle in 2022.

Neil McGhee thanked everyone involved in the Trust and wished everyone the best for the future. The Chair thanked Neil in return for his work and support throughout his years on the Board.

The meeting terminated at 18.45 hours.