

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

### **MINUTES OF MEETING HELD ON TUESDAY 19 MAY 2020 AT 1600 HOURS**

**PRESENT:** Independent Trustees Robin Hume; Jackie Livingston; and June Minnery; Councillor Clare Maitland, Trustee

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

**APOLOGY:** Councillor Neil McGhee, Trustee

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

### **DECLARATIONS OF INTEREST**

1. No declarations of interest were made.

### **MINUTES OF PREVIOUS MEETING**

2. There were submitted and approved as a correct record the Minutes of the meeting of the Performance and Audit Sub-Committee held on 18 February 2020 (circulated).

### **PERFORMANCE REPORTS**

3. There was submitted a report dated 13 May 2020 (circulated) by the Chief Officer, which provided details of the Trust's performance for the period January to March 2020 as well as a summary of overall performance for the financial year 2019/20.

During discussion on the report, it was noted:-

#### Qtr 4 Report (Jan – March 2020)

- Current closures relating to COVID-19 have affected our attendance figures and financial position resulting in an adverse variance of £97,729;
- Savings of £190,830 were made; and
- External funding of £18,787 was achieved.

#### Summary of Annual Performance 2019/20

- Overall attendance has increased by 5.28%, despite recent facility closures;
- External funding of £351,526 was received;
- 95% of EAGER reviews completed, enabling a training development plan to be established going forward;
- Bad Debt of £2,208.02 has been identified for write-off;
- Risk Register for COVID-19 will continue to be updated with key risks, Development Managers are also working on Risk Registers relating to their own services;
- First claim for the Job Retention Scheme of £172k has been received, next claim will be submitted shortly;
- £20k received for Galleries Rate Relief which will be included in the Qtr 1 report and will go in to our reserves;
- Verbal assurance from the Council that the Trust will still receive the Management fee, Audit may require written confirmation;
- Golf Course will be open from 1 June, 2 contacted staff will come off furlough;

- £78k received from the Wellbeing Fund which allows the Trust to pay for community venue staff who are supporting community resilience. The Trust can apply again for projects relating to recovery;
- £25k received from Business Rates Grant administered by local authority for Palace/Grand Hall. Querying if we are entitled to receive further amounts for other venues.

It was agreed:

- to approve the Qtr 4 and Annual Summary Report for 2019/20 for submission to the Trust Board;
- otherwise to note the report.

### **EXTERNAL AUDIT PLAN**

- There was submitted a report dated 13 May 2020 (circulated) by the Chief Officer which presented the External Audit Plan for 2019/20. Scott Moncrieff are remotely accessing information this week and have confirmed that they are still working to the same timescales.

It was agreed:-

- to note the External Audit Plan for 2019/20; and
- otherwise, to note the contents of the report.

### **INTERNAL AUDIT PLAN 2020/21**

- There was submitted a report dated 14 April 2020 (circulated) by the Chief Officer which provided Trustees with an update of the Audit Plan for 2019/20 and also provides details of the proposed Internal Audit Plan 2020/21.

It was agreed:-

- to note the content of the Organisational Compliance with General Data Protection Regulations (GDPR) audit carried out by East Ayrshire Council's Internal Audit Service;
- to note the content and findings of the follow up Governance Audit Advisory Audit carried out by East Ayrshire Council's Internal Audit Service;
- to approve the Internal Audit Programme 2020/21 as proposed in this report, noting that timescales may change due to the current COVID-19 situation; and
- Otherwise note the content of this report.

### **STAFF RECOGNITION AWARD**

- There was submitted a report dated 15 April 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 January to March 2020 for consideration.

It was agreed:-

- to approve the nominations for the award of 'Delivering Excellent Customer Service' and 'Going the Extra Mile'; and
- otherwise, to note the contents of the report.

**ANY OTHER COMPETENT BUSINESS**

7. A Freel advised Trustees that a phased opening plan will be produced in the next few weeks, with golf course opening from 1 June, then Libraries and Museums. Currently working with Sport Council and other governing bodies to support sports clubs coming back on a phased approach.

206 contracted staff are on furlough, our phased opening plan will include return of staff with re-inductions within their place of work so everyone knows what is expected of them.

All bank staff have been furloughed, guidance has changed so these staff are now able to seek employment elsewhere for the time being.

As part of our resilience plan, it is proposed to implement revised annual leave arrangements for staff on furlough leave to use 1/12 of leave each month. If approved by Trade Unions, it will then be circulated to Trustees for approval.

Qtr I report will show the Trust's budget, but there should be no overall change, and will include additional income due to funding schemes/grants received.

The meeting terminated at 1640 hours.