

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

### **MINUTES OF MEETING HELD ON TUESDAY 16 MAY AT 1600 HOURS IN THE RECEPTION ROOM, GRAND HALL, KILMARNOCK**

**PRESENT:** Independent Trustees Robin Hume; and Jackie Livingston; and Councillor Linda Holland, Trustee

**ATTENDING:** Anneke Freel, Chief Officer; Paul Mathieson, Executive Lead: Place, Projects and Programmes; Lorraine Russell, Strategic Lead: Creating a Solid Foundation for Growth; and Carleen Fitzgerald, Development Officer: Organisational Administration; all East Ayrshire Leisure Trust; and Paul Davies, Audit Manager, East Ayrshire Council

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

### **APOLOGIES**

1. Councillor Graham Boyd, Trustee; Andy Wilson, Trade Union Trustee; and Jackie Biggart, Executive Lead: People, Policy and Performance, East Ayrshire Leisure

### **DECLARATIONS OF INTEREST**

2. No declarations of interest were made.

### **MINUTES OF PREVIOUS MEETING**

3. Were submitted and approved as a correct record of the Minutes from the meeting of the Performance and Audit Sub-Committee held on 7 February 2023 (circulated).

### **INTERNAL AUDIT PLAN 2023/24**

4. There was submitted a report dated 1 May 2023 (circulated) by the Chief Officer that provides Trustees with an update on the agreed audit plan for 2022/23 and to outline the proposed Internal Audit Plan 2023/24 for consideration and approval.

The following was noted:

- Dean Castle shop sales doing well, sales will be reviewed end of August to identify what has sold well etc. The new post of Catering & Retail Co-ordinator has been appointed and they will be responsible for putting the shop online.

It was agreed:

- (i) to approve the Internal Audit Programme 2023/24 as proposed in this report; and
- (ii) to otherwise note the content of this report.

### **EXTERNAL AUDIT PLAN 2022/23**

5. There was submitted a report dated 5 May 2023 (circulated) by the Strategic Lead – Creating a Solid Foundation for Growth that provides Trustees with an update on the External Audit Plan 2022/23.

The following points were noted:

- Azets Audit Services were appointed through the procurement process and fees are on par with other Auditors.
- Auditors will be onsite from tomorrow undertaking their yearly audit review.

It was agreed:

- (i) to note the External Audit Plan for 2022/23; and
- (ii) to otherwise note the content of this report.

### **PERFORMANCE REPORT JANUARY – MARCH 2023 (Q4)**

6. There was submitted a report dated 23 April 2023 (circulated) by the Chief Officer, which provided details of the Trust's performance for the period January – March 2023, the final quarter of the 2022/23 financial year. In line with the organisational review, Strategic Vision and Corporate Delivery Plan, the performance report has been separated 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:

- Attendance figures across our venues was 370,489, with a 32% increase on pre-covid figures for the same period in 2021/22.
- 112% increase in attendance across libraries where programming has been introduced. Consultations will begin regarding opening hours, programming and what we offer within our libraries.
- Treehouse Residential Centre had a successful visit in February from East Ayrshire Young Carers, they will be visiting again in the Summer. £36,000 funding awarded for residential trips which will be used to allow weeklong visits for young people from the ASN Network. Schools starting to book in for Autumn stays.
- Jackie Livingston suggested that contact is made with Craufurdland Activity Centre to discuss building in activities to residential trips. Update to be provided to Trustees following feedback from school visits.
- Dean Castle website has been launched.
- Leisure management & ticketing system tender is about to be issued. Palace Theatre and Grand Hall will close after this year's Panto, and will start using the new system then.
- The actual outturn for East Ayrshire Leisure at 31st March 2023 is a favourable position of £318,112 which will be reduced to £201,232 following designation of items totalling £116,880.
- Items for designation were approved by Trustees.

It was agreed:

- (i) to approve the East Ayrshire Leisure Performs Report for the period January – March 2023; and
- (ii) to otherwise note the content of this report.

### **ANNUAL HIGHLIGHT REPORT**

7. There was submitted a report dated 23 April 2023 (circulated) by the Chief Officer that provides highlights of the Trust's performance for the year 2022/23.

The following was noted:

- A virtual guided tour of the Dean Castle will be produced and made available to view on the Dean Castle website.

It was agreed:-

- (i) to note the highlights and achievements of the Trust during 2022/23; and
- (ii) otherwise note the contents of the report.

### **ANY OTHER COMPETENT BUSINESS**

8. N/A

### **DATE OF NEXT MEETING**

9. East Ayrshire Leisure Board of Trustees – 30 May 2023  
Performance & Audit Sub-Committee – 15 August 2023

The meeting terminated at 1710 hours.