

EAST AYRSHIRE LEISURE TRUST - BOARD OF TRUSTEES

MINUTES OF MEETING HELD ON TUESDAY 23 NOVEMBER 2021 AT 6.10PM IN THE RECEPTION ROOM, GRAND HALL, LONDON ROAD, KILMARNOCK

PRESENT: Councillors Clare Maitland; Jim Roberts; and John McGhee, Trustees; Jackie Livingston; James Adams; David Ross; and Andy Wilson; Independent Trustees

ATTENDING: Anneke Freel, Chief Officer; Jackie Biggart, Head of Corporate Services; Lorraine Russell, Finance and Business Development Manager; Dianne Reid, Relationship and Business Development Manager; and Carleen Fitzgerald, Engagement Support Officer, all East Ayrshire Leisure Trust.

APOLOGIES: Robin Hume; and Robbie Mann, Independent Trustees; Councillors Iain Linton; and Ian Grant, Trustee; and Joe McLachlan, Interim Head of Finance and ICT; Bob McCulloch, Interim Head of Housing and Communities, both East Ayrshire Council, ex officio Trustees.

CHAIR: Councillor Clare Maitland, Chair.

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 14 September 2021 (circulated). The Chief Officer advised that the Head of Operations post will now be advertised externally until 3 December, with interviews taking place on 15 December.

MINUTES OF PERFORMANCE AND AUDIT SUB-COMMITTEE OF 9 NOVEMBER 2021

- 3.2 There were submitted and noted the minutes of the Performance and Audit Sub-Committee meeting held on 9 November 2021 (circulated).

PERFORMANCE REPORT JULY - SEPTEMBER 2021 (Q2)

4. There was submitted a report dated 9 November 2021 (circulated) by the Chief Officer, which provided details of the Trust's performance for the period July to September 2021, the second 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 continued restrictions brought about by the Covid 19 pandemic, as well as reliance on customer retention at a difficult time. As we work towards increasing confidence in our customers, facilities and services have not fully returned to pre-covid levels. This is not unexpected and is reflected in the quarter 2 performance and 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 £337,833 reduced by Coronavirus Job Retention Scheme external funding received of £74,613, and £65,000 awarded from Creative Scotland Venues Recovery Fund Round 2 resulting in a potential adverse position of £198,220.
- Attendance figures for Sport and Fitness have returned to 83% of pre-covid figures.
- Annanhill Golf Course - 247% increase in income compared to same period in 2019. Plans are being put in place for youth coaching, working in conjunction with the Grange and Annanhill Golf Club. We will also be investing in ladies golf by updating changing facilities etc. Club house rebuild/refurbishment set out in the leisure facility strategy scheduled for 2026, potential to attract tournaments and become a facility for the park and general public. Look at potential to have School activities during the day.
- Cultural venues showing a decrease of 52% compared to 2019/20, predominantly related to libraries and theatres where we haven't been able to fully reactivate many of our programmes, workshops and events. Teams now looking at risk assessments to reactivate as now being reintroduced nationally.
- Digital engagement and participation highlights included in the report.
- £43,000 funding received from Scottish Government to deliver summer programme across East Ayrshire, working in conjunction with the Council. Activities were very well received and will look to work together for future school programmes.
- Digital Transformation Action Plan – financial implications reviewed and all 2021/22 tasks can be met from existing revenue budgets, with no requirement to designate from reserves.
- Information on Quarter 2 highlights has been included within the main report.

It was agreed:-

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

CHARGES FOR SERVICES 2022/23

5. There was submitted a report dated 9 November 2021 (circulated) by the Chief Officer that put forward proposals for the 2022/23 schedule of charges for Board consideration and approval.

The following was noted:

- Library book fines were suspended throughout covid, and will be permanently removed.
- After the success of introducing Direct Debits for swimming lessons, this will now be put in place for Run/Jump/Throw coaching.
- SGP prices increased £1 per session, while still maintaining our position as the most affordable. Regular lets will still benefit from the 14% discount.

It was agreed:-

- (i) to approve the proposed charges, and
- (ii) to note the content of this report.

CORPORATE DELIVERY PLAN 2022-24

6. There was submitted a report dated 9 November 2021 (circulated) by the Chief Officer presenting to Trustees the Corporate Delivery Plan 2022-24 which sets out the Trust's direction and priorities for the 2 year period.

During discussion on the report, the following was noted:

- Members of the Performance and Audit Sub-Committee will receive quarterly and annual performance reports which provide updates on each Corporate Delivery Plan output along with financial reporting for scrutinising before lodgement to Trust Board.
- Trustees at the Board meeting will receive highlights accompanied by a regular programme of presentations specific to outputs within the Corporate Delivery Plan. It is crucial that all areas are included in these presentations, including any obstacles/issues.
- A full copy of the Corporate Delivery Plan report is available to view on Document Library within the website.
- SPIs and KPIs will be reviewed to reflect on the delivery plan, which will enable the organisation to monitor and reflect targets.

It was agreed:

- (i) to approve the Corporate Delivery Plan 2022-24; and
- (ii) to otherwise note the contents of the report.

QUEEN'S PLATINUM JUBILEE PUBLIC HOLIDAY ARRANGEMENTS

7. There was submitted a report dated 9 November 2021 (circulated) by the Chief Officer to provide Trustees with proposals in relation to leave arrangements and to seek approval to mark the celebration of the Queen's Platinum Jubilee which takes place in June 2022. The report also includes the details of all other Public Holidays for 2022.

During discussions, it was noted that:

- Facilities remain open during public holidays, with staff using their public holiday entitlement at another date.

It was agreed:

- (i) to approve the amendments for public holidays for 2022; 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 – 8 February 2022
East Ayrshire Leisure Board of Trustees – 22 February 2022

The meeting terminated at 19.10 hours.