

## **EAST AYRSHIRE LEISURE TRUST - BOARD OF TRUSTEES**

### **MINUTES OF MEETING HELD ON TUESDAY 23 FEBRUARY 2021 AT 6PM BY VIDEO CONFERENCE**

**PRESENT:** Councillors Elena Whitham, Clare Maitland; Ian Grant; Neil McGhee; Iain Linton, Trustees; and Robin Hume, June Minnery, Jackie Livingston, Independent Trustees; and Bob McCulloch, Interim Head of Housing and Communities, East Ayrshire Council, ex officio Trustee.

**ATTENDING:** Anneke Freel, Chief Officer; Lorraine Russell, Finance and Business Development Manager; Dianne Reid, Relationship & Business Development Manager; Louise Murphy, Leisure Development Manager; and Carleen Fitzgerald, Engagement Support Officer, all East Ayrshire Leisure Trust.

**APOLOGIES:** Independent Trustees Robbie Mann; and Jean Brown; Jackie Biggart, Head of Corporate Services; and Joe McLachlan, Interim Head of Finance and ICT, East Ayrshire Council, ex officio Trustee.

**CHAIR:** Councillor Elena Whitham, 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 24 November 2020(circulated).

### **MINUTES OF PERFORMANCE AND AUDIT SUB-COMMITTEE OF 9 FEBRUARY 2021**

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

### **PERFORMANCE REPORT – OCTOBER – DECMEBER 2020**

4. There was submitted a report dated 10 February 2021 (circulated) by the Chief Officer which provided details of the Trust's performance for the period October to December 2020, the third quarter of 2020/21 financial year. 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. Whilst there was an ease in lockdown restrictions affecting leisure services in July 2020, new ways of working were required to take account of government guidance.

The following was also noted:

- Projecting a positive variance of £150k which has been maximised by successful resilience external funding bids, along with the Job Retention Scheme, and the redeployment of staff to support NHS and East Ayrshire Council. The Chief Officer and Trustees thanked the management team for securing this funding.

- Robin Hume thanked the Council for their continuing support and stated that a further letter of comfort from the Council would be required.
- Decrease in overall attendance of 81% compared to this period last year.
- E-Books has continued to grow with an increase of 106%, along with Annanhill Golf Course which is up by 92% compared to the same period last year.
- Information on Quarter highlights has been included within the main report.

It was agreed:-

- to approve the transfer of £10k from allocated reserves to fund essential COVID expenditure;
- to approve the East Ayrshire Leisure Performs Report for the period October to December 2020; and
- otherwise, to note the contents of the report.

### **DRAFT EAST AYRSHIRE RECREATION PLAN INCLUDING CORE PATH PLAN REVIEW**

- There was submitted a report dated 3 February 2021 (circulated) by the Leisure Development Manager providing the Trustees with details on the draft East Ayrshire Recreation Plan including the Core Path Plan Review and the community consultation arrangements.

It was agreed to:-

- to note the content of this report.

### **INTRODUCTION OF TRUSTEE AMBASSADOR ROLE**

- There was submitted a report dated 1 February 2021 (circulated) by the Chief Officer seeking approval for the development of the Trustee role to incorporate Service-specific Trustee Ambassadors.

It was agreed:

- to approve the introduction of the Trustee Ambassador role;
- to approve the recommended alignment for existing Trustees to Ambassador Portfolios; and
- to note the contents of the report.

### **CHARGES FOR SERVICES 2021/22**

- There was submitted a report dated 10 February 2021 (circulated) by the Chief Officer which puts forward proposals for charges of services for 2021/22.

The Chief Officer drew attention to a number of highlights in the report:

- Charges remain accessible and affordable as there are no proposed increases this year.
- Plan to go cashless as of 1 April and East Ayrshire gift card can also now be used within facilities.
- Proposal to change category Under 16s to Under 18s, this will be beneficial for engaging with more young people across our services.
- For Carers/Support Workers accompanying a client but does not participate, there will be no charge, and if participating there will be the same concessionary charge.

- Charges for Community Space – objective is to remove the distinction between core and non-core prices and will be considered as part of the Transformation programme.
- Corporate Membership offer has been developed for organisations with more than 50 employees. Membership now £22 compared to £29 last year.
- Annanhill Golf Course – further remedial work planned for next year, the Trust has applied for funds for path works and ponds. Propose to keep season tickets at an affordable low rate and introduce an early bird offer.
- Affiliation to East Ayrshire Sports Council discount will continue.

It was agreed:

- (i) to approve the schedule of charges attached as appendix I;
- (ii) to note the contents of the report.

### **TRUST BUDGET 2021/22**

8. There was submitted a report dated 10 February 2021 (circulated) by the Chief Officer confirming the Trust's budget position for 2021/22 and shows how the savings target of £190,750 will be achieved.

It was agreed:-

- (i) to approve the budget position shown in this report; and
- (iii) otherwise note the contents of the report.

### **REVIEW OF EAST AYRSHIRE LEISURE PERFORMANCE INDICATORS**

9. There was submitted a report dated 2 February 2021 (circulated) by the Relationship & Business Development Manager informing Trustees of the proposed review of all performance indicators associated with the Trust, including Statutory and Key Performance Indicators.

It was agreed:-

- (i) to note the contents of the report.

### **EXTENSION OF EXTERNAL AUDIT SERVICES**

10. There was submitted a report dated 18 February 2021 (circulated) by the Chief Officer seeking Trustees approval to recommend to East Ayrshire Council that the existing contract for external audit services be extended for 1 year.

It was agreed:-

- (i) to recommend to East Ayrshire Council that an extension to contract PS/18/42 is granted until December 2022; and
- (iii) otherwise note the contents of the report.

### **ANY OTHER COMPETENT BUSINESS**

11. Trustee Recruitment Panel – the Chief Officer asked for 3 Trustees to undertake interviews for our vacant Trustee position which will be advertised soon. The Young People's Cabinet

will be contacted to see if anyone would be interested in filling this position. A full training overview will take place for all Trustees, including a familiarisation of services and staff.

The meeting terminated at 19.10 hours.