

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

### **MINUTES OF MEETING HELD ON TUESDAY 9 NOVEMBER 2021 AT 1600 HOURS IN THE RECEPTION ROOM, GRAND HALL, KILMARNOCK**

**PRESENT:** Independent Trustee Robin Hume; and Councillor Jim Roberts; and John McGhee, Trustees

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

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

### **APOLOGIES**

1. Independent Trustee, Jackie Livingston; and Andy Wilson, Trade Union Trustee

### **DECLARATIONS OF INTEREST**

2. No declarations of interest were made.

### **MINUTES OF PREVIOUS MEETING**

3. There were submitted and approved as a correct record the Minutes of the meeting of the Performance and Audit Sub-Committee held on 17 August 2021 (circulated).

### **PERFORMANCE REPORT JULY - SEPTEMBER 2021 (Q2)**

4. There was submitted a report dated 20 October 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. 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.

- £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.
- HMRC carried out a compliance check on the Job Retention Scheme funding received, no issues were raised.
- 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.
- Performance Scorecard – a review of KPIs will be carried out in the future.
- Funding of just under £670,000 has been awarded from the Community Renewal Fund, project to be delivered between January and June 2022. Information regarding this will be included in the next Performance report (Oct-Dec).

It was agreed:

- to approve the East Ayrshire Leisure Performs Report for the period July to September 2021; and
- to otherwise note the content of this report.

### **CHARGES FOR SERVICES 2022/23**

- There was submitted a report dated 25 October 2021 (circulated) by the Chief Officer that put forward proposals for the 2022/23 schedule of charges for Board consideration and approval.

During discussions, the following was noted:

- Library fines have been suspended throughout Covid, and will be permanently removed.
- Our facilities are now all cashless and accept card payments only. There is no additional charges to the customer. Lorraine will find out how much card charges cost the organisation. Internal process is in place with customers if payment by Direct Debit is not accepted.
- Corporate memberships – already targeted NHS, Membership Officer will drive over the next year with other big companies.

It was agreed:-

- to approve the proposed charges; and
- otherwise note the contents of the report.

### **STAFF RECOGNITION AWARD**

- There was submitted a report dated 20 October 2021 (circulated) by the Head of Corporate Services that provided details of nominations for the East Ayrshire Leisure's Staff Recognition Scheme for the period July to September 2021.

Nomination Panel will review this scheme as the nominations being received are currently low.

It was agreed:-

- (i) to consider and approve the nominations for the Internal Staff Recognition Award;  
and
- (iv) otherwise note the contents of the report.

#### **ANY OTHER COMPETENT BUSINESS**

- 7. It was agreed that due to the Performance report being reviewed and scrutinised by the Performance & Audit Sub Committee, a report will be issued at all future Board meetings for noting purposes only.

#### **DATE OF NEXT MEETING**

- 8. East Ayrshire Leisure Board of Trustees – 23 November 2022  
Performance & Audit Sub-Committee – 8 February 2022

The meeting terminated at 1650 hours.