

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

### **MINUTES OF MEETING HELD ON TUESDAY 8 FEBRUARY 2022 AT 1600 HOURS IN THE RECEPTION ROOM, GRAND HALL, KILMARNOCK**

**PRESENT:** Independent Trustees Robin Hume; Jackie Livingston; and Andy Wilson; Trade Union Trustee; 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. N/A

### **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 9 November 2021 (circulated).

Item 5 - The Finance and Business Development Manager provided an update on current bank and card charges – approx £13k per year which is similar to 2019-20, however, further savings are being achieved on security services – approx £7k per year. Costs will continue to be monitored

### **PERFORMANCE REPORT OCTOBER - DECEMBER 2021 (Q3)**

4. There was submitted a report dated 22 January 2022 (circulated) by the Chief Officer, which provided details of the Trust's performance for the period October - December 2021, the third 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 and enhanced restrictions brought about by the Omicron variant of the Covid 19 pandemic. 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 3 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:

- Lockdown restrictions resulted in a further loss of panto income of approx. £32,000.
- Projecting an adverse variance of £104,750. Management continuing to explore opportunities that will lead to a breakeven position.
- Performance figures for cultural venues returned to 70% of pre-covid figures. Online reader engagement increased by 70% compared to same period in 2019/20.

- Sports figures currently sitting higher than pre-covid, working on a retention strategy with the Fitness Officer including staff keeping in touch with members.
- Mobile Libraries will be reviewed. Click and collect system is in place where customers can be pick books up at a library of their choice. Fast rotation of book stock, and old stock can be given away to support community use.
- Digital Transformation Action Plan has a number of actions working in conjunction with Noveau (booking system) and Factory73 (website). Working group arranged to identify what reports/data we require for our specific needs.
- Information on Quarter 3 highlights has been included within the main report.
- Full review of Collection Development Strategy will be discussed at the Board meeting on 22 February.
- Dean Castle Country Park Café survey, 499 responses received. Action Plan developed for implementation this month.
- Reserves – Policy states 2% minimum of turnover as reserves, currently sitting above.
- External funding – successful in achieving £668,422 from the UK Government in relation to Leisure at the Heart of all Communities.
- Fruit and Nut Tree Woodland funding received, further funding for planting trees received from WeForest and the UK Government.
- Leisure at the heart of all communities project will enable the Trust to help support/develop the community open spaces/projects. 4 buses will be going out to communities: 1 for outdoor activities, 1 physical activities, a festival bus encouraging community programme/performance, and a digital bus.
- The Chair thanked Officers and stated that the report shows the huge amount of work that is being undertaken on projects throughout the Trust.

It was agreed:

- (i) to approve the East Ayrshire Leisure Performs Report for the period October to December 2021; and
- (ii) to otherwise note the content of this report.

### **TRUST BUDGET 2022/23**

5. There was submitted a report dated 26 January 2022 (circulated) by the Chief Officer that confirms the Trust's budget position for 2022/23 and shows how the savings target of £162,000 will be achieved.

It was agreed:-

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

### **FINANCIAL STRATEGY**

6. There was submitted a report dated 18 January 2022 (circulated) by the Chief Officer that presents our 2022-2026 Financial Strategy to Trustees. The strategy describes how the organisation will maintain robust governance standards, whilst developing our business and ensuring the financials linked to the overall operations of our business meet our objectives, now and in the future.

It was agreed:-

- (i) to approve the Financial Strategy;
- (ii) remit the Chief Officer to work with East Ayrshire Council to identify future savings targets covering the period 2023-26; and
- (ii) otherwise note the contents of the report.

### **STAFF RECOGNITION AWARD**

7. There was submitted a report dated 24 January 2022 (circulated) by the Head of Corporate Services that provided details of nominations for the East Ayrshire Leisure's Staff Recognition Scheme for the period October – December 2021 and details of future plans for the scheme. Chief Officer and Trustees expressed their thanks to the winners and staff nominated.

It was agreed:-

- (i) to consider and approve the nominations for the Internal and External Staff Recognition Award;
- (ii) to consider and approve the withdrawal of the Staff Recognition Scheme;
- (iii) to remit the Relationship & Business Development Manager to develop further staff recognition scheme; and
- (iv) otherwise note the contents of the report.

### **ANY OTHER COMPETENT BUSINESS**

8. The Chief Officer advised that the recruitment for the Head of Operations has been put on hold and will be re-advertised later this year.

### **DATE OF NEXT MEETING**

9. East Ayrshire Leisure Board of Trustees – 22 February 2022  
Performance & Audit Sub-Committee – 17 May 2022

The meeting terminated at 1720 hours.