

PERFORMANCE AND AUDIT SUB-COMMITTEE

MINUTES OF MEETING HELD ON TUESDAY 1 SEPTEMBER 2020 AT 1600 HOURS

PRESENT: Independent Trustees Robin Hume; Jackie Livingston; and June Minnery; Councillors Clare Maitland; and Neil McGhee, Trustees

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

ALSO ATTENDING: Karen Jones, Director; and Nick Bennett, Partner, Scott-Moncrieff

CHAIR: Independent Trustee, Robin Hume.

DECLARATIONS OF INTEREST

1. June Minnery in respect of Item 6: Staff Recognition Award, due to a nominated member of staff being a Trade Union Shop Steward, it was agreed that June would leave the meeting while this report was being discussed.

MINUTES OF PREVIOUS MEETING

2. There were submitted and approved as a correct record the Minutes of the meeting of the Performance and Audit Sub-Committee held on 19 May 2020 (circulated).

PERFORMANCE REPORT APRIL-JUNE 2020 (Q1)

3. There was submitted a report dated 18 August 2020 (circulated) by the Chief Officer, which provided details of the Trust's performance for the first quarter of the financial year 2020/21 (April to June 2020).

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

- This is the first report on the Delivery Plan 2020-22 and reflects the priorities outlined in the Strategic Plan which covers the period 2020 to 2030,
- A review of all statutory and key performance indicators will be carried out and a report presented to Trustees in December 2020,
- As the actions are achieved they will be removed from the report, an active file will be set up within the website for Trustees to access completed actions,
- Community consultation on leisure provision has been issued online,
- Dean Castle restoration works re-starting in 2 weeks,
- Panto rescheduled to 2021, Illuminight cancelled for this year,
- Communication with staff is vital at this time, with newsletters issued fortnightly and virtual coffee chats held. Trustees congratulated the team on undertaking this,
- We will work with Vibrant Communities to give schools an outdoor learning experience in local green spaces,
- Projecting an adverse variance of £193,890.
- Awaiting further funding from the Job Retention Scheme,
- Allocated reserves shows 10k for Dower House works, this will be kept as a contingency at this time due to COVID-19,

- General Projects have slowed down due to lock down, but most will be completed by Qtr 2,
- Job Retention Scheme Bonus payment due February, could be eligible for £100,000,
- Risk Register has been updated to take into account the current situation and will be monitored and reviewed closely.

It was agreed:

- to approve the East Ayrshire Leisure Performs report for the period April to June 2020; and
- to otherwise note the content of this report.

ANNUAL REPORT AND ACCOUNTS 2019/20

- There was submitted a report dated 19 August 2020 (circulated) by the Chief Officer which presented the Annual Report and Accounts 2019/20 for approval.

The Sub-Committee welcomed Karen Jones and Nick Bennett from Scott-Moncrieff. Nick gave a verbal summary of the annual audit and gave a full and detailed explanation in relation to the net pension liability and reserves. He highlighted the going concern issue which the auditors had to consider before signing off the audit report especially in light of the impact of COVID-19 on the Trust's financial stability during the next 12 months., The auditors are seeking a letter of comfort from the Council which we expect will be issued on 16th September agreeing to support the Trust financially for the next 12 months.

It was agreed:-

- to approve the 2019/20 Report and Accounts;
- to approve the Letter of Representation to accompany the Accounts; and
- otherwise note the contents of the report.

Nick Bennett thanked the Team for their support during the audit process that was carried out during lockdown, and the Chair then thanked Scott Moncrieff for the efficiency with which the audit had been carried out and the finance team for their hard work throughout the year.

June Minnery left the meeting at this time

STAFF RECOGNITION AWARD

- There was submitted a report dated 18 August 2020 (circulated) by the Head of Corporate Services which provided details of nominations for the East Ayrshire Leisure's Staff Recognition Scheme for the period April to June 2020 for consideration. The scheme has been reviewed to reflect our new vision, mission and values, with nominations now being considered under our B.E.S.T behaviours.

It was agreed:-

- to approve the nominations for the Internal and External Staff Recognition Award; and
- otherwise note the contents of the report.

ANY OTHER COMPETENT BUSINESS

6. Trustees thanks the team and the Chair for all the work that has been carried out in the difficult circumstances arising during the Covid19 lockdown.

The meeting terminated at 1700 hours.