

## Minutes of Board Meeting held on 2<sup>nd</sup> March 2017

### Present –

Gary Higgon (Chairman), Councillor Marie Burns, Councillor Ian Clarkson, Councillor Tom Marshall, Roy Martin, Councillor Alan Munro and Ashley Pringle

### In attendance –

Libby Cairns (Chief Executive), Lorne Campbell (Business Manager – Development), Colin Glencorse (Business Manager – Leisure), Fiona Comrie (Health and Wellbeing Manager), Lee Gillan (Senior Finance and Support Officer), Alex Murray (Health and Safety Co-ordinator), Christine Clark (Data and Support Officer)

The meeting started at 10.04am.

#### 1. Apologies

Apologies were received from Jim Montgomery and Helen Campbell.

#### 2. Minutes of the meeting held on 2<sup>nd</sup> December 2016

The minutes of the meeting held on 2<sup>nd</sup> December 2016 were approved.

#### 3. Matters arising

There were no matters arising.

#### 4. Director Appointment Report

The Board agreed to appoint Helen Campbell to the Board of Directors.

#### 5. Health and Safety Report

The Board noted Health and Safety performance across the Company.

#### 6. Business Report

The Board noted:

- The current financial position
- The probable outturn position to 31<sup>st</sup> March 2017
- The reserves position

#### 7. Leisure Report

The Business Manager (Leisure) expressed his appreciation to all staff involved with the Portal and Garnock Community Campus for their hard work. The Chief Executive agreed that thanks should be noted to staff involved and also asked for thanks to be noted for the assistance and hard work of the Business Manager (Leisure). It was agreed a golf information report would be presented at the next Board meeting. There was discussion on the delay to the replacement golf shop at Routenburn Golf Course, district biomass heating systems and construction issues with the new facilities. The Board noted the performance and developments across the business area.

#### **8. Physical Activity Report**

Directors were advised that Mind and Be Active volunteer Debbie Sutherley was nominated by the Company for the North Ayrshire Health and Social Care Partnership Community Volunteer Award in recognition of her contribution and dedication to the Mind and Be Active project. Directors were also informed of confirmed and possible future funding for the Move More, Weigh to Go and Multi Morbidity projects. The Chairman asked that the Board's congratulations are passed to the award winning Volunteer. The Board noted performance across the business area.

#### **9. Staff Absence Quarterly Report**

The Board noted the Company performance with regards to days lost due to staff absence for Quarter 3 and year to date of financial year 2016/17.

#### **10. Quarterly Complaints/Freedom of Information Report**

The Board noted the number and category of complaints and Freedom of Information (FOI) requested received by the Company for the period and performance against response targets during Quarter 3 and year to date of financial year 2016/17.

#### **11. Pricing Review Verbal Update**

The Business Manager (Development) gave a verbal report on the progress of the Pricing Review and it was agreed that a draft report would be circulated in early May with the report being presented to the Board Meeting in June.

#### **12. Chief Executive Verbal Update**

The Chief Executive reminded Directors that the Company will be sponsoring the Sports Award at the Provost's Civic Pride Awards on 10<sup>th</sup> March. The Progress Report was presented to Cabinet and received positive feedback, a shorter version of the video is being produced for the Company website. There was no update on the Arms Length Trust Working Group. There was an update on Head Office accommodation.

#### **13. Any Other Business**

The Chairman advised that he has requested presentation training for staff that carry out public presentations on behalf of the Company. He also advised that due to financial year end there would be no financial information in the April Business Report.

#### **14. Date of next meeting 27<sup>th</sup> April 2017**

The next meeting will take place on 27<sup>th</sup> April 2017.

The meeting concluded at 11.32am.