

Minutes of Board Meeting held on 31st August 2017

Present –

Gary Higgon (Chairman), Jim Montgomery, Ashley Pringle, Roy Martin, Councillor John Sweeney and Councillor Timothy Billings

In attendance –

Libby Cairns (Chief Executive), Lorne Campbell (Business Manager – Development), Colin Glencorse (Business Manager – Leisure), Laura Barrie (Business Manager – Physical Activity), Lee Gillan (Senior Finance and Support Officer), Alex Murray (Health and Safety Co-ordinator), Marion Hunter (Finance and Support Officer) and Liz Waite (Support Assistant)

The meeting started at 10.10am.

1. Apologies

Apologies were received from Councillor Joy Brahim and Helen Campbell.

2. Appointments to Executive Office

The Board agreed to appoint the following to Executive Office:

Chairman – Gary Higgon

Vice Chairman – Ashley Pringle

3. Minutes of the meeting held on the 29th June 2017

The minutes of the meeting held on the 29th June 2017 were approved.

4. Matters arising

There were no matters arising.

5. Health and Safety Report

The Health and Safety Co-ordinator reported on the performance across the Company during the first quarter of the financial year 2017/2018. The Board noted:

- The Health and Safety performance across the Company
- The Company's success in the RoSPA Occupational Health & Safety Awards
- The Health and Safety Co-ordinator's success in being awarded the RoSPA Guardian Angel Award

6. Business Report – Senior Finance and Support Officer Verbal Update

The Senior Finance and Support Officer provided an update on the implementation of the new finance system. Due to reporting teething issues the Senior Finance and Support Officer provided a verbal update on the current financial position which was noted by the Board.

7. Leisure Report

The performance across all of the Leisure Facilities for June and July 2017 were tabled. Following discussion

on the report content and matters that arose during the period the Board:

- Noted the performance and developments across the business area
- Requested that comments from discussions during the meeting be incorporated into a redrafted Charter to be presented at the next Board meeting.

8. Physical Activity Report

Directors were advised on the confirmed funding from Macmillan Cancer Support for the MoveMore Cancer Rehabilitation Programme. Discussion took place on the new 'Thrive' website and the Board noted performance across the business area.

9. Staff Absence Quarterly Report

Following discussion on the content of the report the Board noted the Company performance with regard to days lost due to staff absence for Quarter 1 of financial year 2017/18.

10. Quarterly Complaints and Freedom of Information Requests Report

The Board noted the number and category of complaints and Freedom of Information (FOI) requests received by the Company for the period and performance against response targets during Quarter 1 of financial year 2017/18.

11. Pricing Review Report

Following discussion the Board approved the proposed price increases, excluding the KA Leisure Employee monthly deduction, to be implemented prior to 1st April 2018. The Board requested the working group continue to meet following notification of the 2018/19 contribution from North Ayrshire Council.

12. Data Protection Report

The Board approved the Company Data Protection Policy and noted the on-going actions currently being undertaken to ensure compliance with the Data Protection Act 1998 (DPA) and the General Data Protection Regulation (GDPR).

13. Golf Review Report

Following discussion on the interim report the Board noted the progress made by the Golf Working Group in considering a range of development opportunities to enable greater participation as well as examining options for cost efficiencies. A further report will be presented to the Board at the October Board meeting.

14. Chief Executive Verbal Report

The Chief Executive advised that the Progress Report preparation will start mid October with the normal series of meetings; the final draft report will be tabled for approval at the November Board meeting. Directors were advised Director training, for new and existing members to attend, will be held during September by Shepherd and Wedderburn. The Chief Executive advised there is no current update on ALEO discussions. The Chief Executive also highlighted the recent publication of the Barclay Report. Directors will be kept fully informed of any implications this may have on the Company in the future. The Board were asked to consider the vacancies on both the HR and Audit Committees and encouraged to make nominations by 15th September 2017 by email to the Business Manager (Development), these nominations will be considered at the next Board meeting. The Chief Executive conveyed the Company's sincere thanks to Jim Montgomery, who attended his last meeting today as a Director, for all his support and guidance during his time on the Board.

15. Any Other Business

There was no any other business.

16. Date of next meeting

The next scheduled meeting will take place on 26th October 2017.

The meeting concluded at 12.25pm.