

## Minutes of Board Meeting held on 26<sup>th</sup> April 2018

### Present –

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

### 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), Marion Hunter (Finance and Support Officer) and Liz Waite (Support Assistant)

The meeting started at 10.00am.

#### 1. Apologies

Apologies were received from Councillor Joy Brahim, Councillor Shaun MacAulay, Helen Campbell and Laura Barrie (Business Manager – Physical Activity)

#### 2. Minutes of the meeting held on the 22<sup>nd</sup> February 2018

The minutes of the meeting held on the 22<sup>nd</sup> February 2018 were approved.

#### 3. Matters arising

The Directors were advised the Company Driving Policy has now been issued to all staff. Directors were also reminded there is still a vacancy on the Board.

#### 5. Health and Safety Report

Following discussion on the content of the report the Board noted the Health and Safety performance across the Company.

The Board requested a press release be issued publicising the ISOH Certificate of Merit received by Karlene Telford and Scott Robertson, and the Company for receiving the RoSPA Gold award for the fourth time.

#### 6. Business Report

The Senior Finance and Support Officer provided an update following which the Board agreed:

- The banking facility renewal terms
- To write off bad debt to the value of £1,810.20

#### 7. Leisure Report

After discussion on the report content and matters tabled the Board noted the performance and developments across the business area and agreed the implementation of a new Aquatics membership costing £20 per month.

#### 8. Physical Activity Report

Discussion took place on the report and the Board noted the performance across the business area.

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

The Directors were advised on the content of the report and noted the Company performance with regard to days lost due to staff absence for Quarter 4 and for financial year 2017/18 in total.

#### **10. Quarterly Complaints / Freedom of Information 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 4 of financial year 2017/18 and for 2017/18 as a whole.

#### **11. Company Insurance and Insurance Broker Services Report**

Following discussion the Board noted the appointment via tender of Endsleigh Insurance (Brokers) Limited and the provision of new Company Insurances via MS Amlin (et al) following a tender process carried out by Endsleigh.

#### **12. Strategic Risk Register Report**

The Board agreed the Company's Strategic Risk Register for 2018/19, and noted the review carried out by the Audit Committee during 2017/18.

#### **13. Auchenharvie Leisure Centre – Swimming Pool Ventilation Report**

The Board acknowledged the requirement to replace the swimming pool ventilation system at Auchenharvie Leisure Centre and look forward to an updated report at the next Board meeting.

#### **14. Audit Committee – Appoint of Chairperson Report**

Following proposal by Councillor Timothy Billings and agreement from the Board, Ashley Pringle was appointed the Chairperson of the Company Audit Committee in line with the Audit Committee Terms of Reference.

#### **15. Chief Executive Verbal Report**

The Chief Executive advised the Final Accounts preparation is well underway, with the external Audit completed by Campbell Dallas commencing on the 14<sup>th</sup> May 2018. The Final Accounts will be presented to the June Board meeting. The Board were advised that there is a Director vacancy on the Board of Directors and a recruitment exercise would have to be considered in order to fill this vacancy. The Board were also advised that preparations are underway for the Head Office move to Quarry Road.

#### **16. Any Other Business**

There was no any other business.

#### **17. Date of next meeting**

The next meeting will take place on 28<sup>th</sup> June 2018.

The meeting concluded at 12.20pm.