

Minutes of Board Meeting held on 26th October 2017

Present –

Gary Higgon (Chairman), Ashley Pringle, Roy Martin and Helen Campbell

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) and Marion Hunter (Finance and Support Officer)

The meeting started at 10.25am.

1. Apologies

Apologies were received from Councillor Timothy Billings, Councillor Joy Brahim, Councillor Shaun MacAulay and Councillor John Sweeney.

2. Minutes of the meeting held on the 31st August 2017

The minutes of the meeting held on the 31st August 2017 were approved.

3. Matters arising

The Directors were advised an update from the Golf Working Group will be provided at the next Board meeting.

4. Health and Safety Report

Following discussion on the content of the report the Board noted the Health and Safety performance across the Company during the second quarter of financial year 2017/18.

5. Business Report

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

- The current financial position of the Company
- The probable outturn position at 31st March 2018
- The current reserves position

6. Leisure Report

After discussion on the report content and matters tabled the Board:

- Noted the performance and developments across the business area
- Agreed a preferred draft KA Leisure Customer Charter to be plain English checked for next Board meeting.
- Agreed an extension of the sub-lease for Ravenspark Golf Course Clubhouse with Irvine Ravenspark Golf Club until November 2019

7. Physical Activity Report

Directors were advised on further confirmed funding for the Mind and Be Active Programme and new funding for the Active Girls in North Ayrshire scheme. Discussion took place on reporting mechanisms for these projects and the Board noted the performance across the business area.

8. 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 2 and the year to date for financial year 2017/18.

9. 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 2 of financial year 2017/18.

10. Chief Executive Verbal Report

The Chief Executive advised that Progress Report preparation had commenced and that working group meetings with Directors would be scheduled to begin in November.

The Chief Executive advised that nominations to serve on the HR Committee had been received from Councillor Timothy Billings, Roy Martin and Councillor John Sweeney and nominations had been received to serve on the Audit Committee from Councillor Timothy Billings. As there are two vacancies on the HR Committee the Board agreed to appoint Roy Martin and Councillor Sweeney to serve as Directors on this Committee. The Board also agreed to appoint Councillor Billings to the Audit Committee. The Board noted that two vacancies remain on the Audit Committee. Helen Campbell intimated that she would like further detail on the Audit Committee remit, the Senior Finance and Support Officer agreed to provide this information following the Board meeting.

The Business Manager (Development) updated the Board on the latest information regarding the Quarry Road development in Irvine.

11. Any Other Business

There was no any other business.

12. Date of next meeting

The date of the next meeting will be confirmed.

The meeting concluded at 12.02pm.