

Minutes of Board Meeting held on 22nd February 2018

Present –

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

In attendance –

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

The meeting started at 10.00am

1. Apologies

Apologies were received from Councillor Joy Brahim and Councillor Shaun MacAulay.

2. Minutes of the meeting held on 8th February 2018

The minutes of the meeting held on 8th February 2018 were approved.

3. Matters arising

There were no matters arising.

4. Health and Safety Report

Following discussion the Board noted the Health and Safety performance across the Company and agreed the revised Company Health and Safety Policy. It was agreed the KA Leisure Driving Policy would be circulated again to Directors following their suggested amendments and will be submitted to the Board again in April if necessary.

5. Business Report

Following discussion on outturns against targets the Board noted:

- The current financial position
- The probable outturn position to 31st March 2018
- The reserves position

6. Leisure Report

The Board noted the performance and developments across the business area.

7. Physical Activity Report

The effectiveness of the DVD presentation was discussed along with the possibility of using this medium to promote the Sports Development Programme. The possibility of having the Sports Development Programme externally evaluated was also considered. The development of the Community Sports Hubs were discussed and the Business Manager (Physical Activity) will arrange for a short presentation at the next Board meeting. The Board noted the performance across the business area.

8. Staff Absence Quarterly Report

The Chairman expressed his disappointment with the absence figures and following discussion the Board noted the Company performance with regard to days lost due to staff absence for Quarter 3 and year to date for financial year 2017/18.

9. Quarterly Complaints/Freedom of Information Report

The Business Manager (Development) informed the Board that complaints would be re-categorised for the next meeting. He confirmed that staff are made aware of complaints, suggestions and compliments received. Discussion took place on the Freedom of Information (Amendment) (Scotland) Act 2002 and the General Data Protection Regulation. The Board noted the number and category of complaints and Freedom of Information requests received by the Company for the period and performance against response targets during Quarter 3 of financial year 2017/18.

10. Insurance Services Report

The Board noted and approved the tender and subsequent appointment of an insurance broker to manage the Company Insurance requirements for an initial period of 3 years.

11. Chief Executive Verbal Report

The Chief Executive advised that information on the Provost's Civic Pride Awards would be circulated again to Directors. A meeting has taken place with the Company auditors in preparation for the Final Accounts process. There is currently a vacancy on the Board for a community director and Directors were asked to email their suggestions on the recruitment process to the Business Manager (Development).

12. Any Other Business

Following receipt of the email from OSCR regarding keeping vulnerable beneficiaries, volunteers and staff safe and notifiable events the Business Manager (Development) gave an update on existing Company policies and procedures and plans for new and updated policies following the release of guidelines from OSCR.

13. Date of next meeting 26th April 2018

The next meeting will take place on 26th April 2018.

The meeting concluded at 12.03pm.