

Minutes of the Board Meeting held on 28th June 2018

Present –

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

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), Liz Waite (Support Assistant)

Also in attendance – For Agenda Items 1 to 5 Neil Morrison (Campbell Dallas LLP)

The meeting started at 10am.

1. Apologies

Apologies were received from Councillor Shaun MacAulay.

2. Minutes of the meeting held on the 26th April 2018

The minutes of the meeting held on the 26th April 2018 were agreed and the Board noted that the IOSH and ROSPA press release will be arranged when the awards are formally received.

3. Matters Arising

No Matters Arising.

4. Annual Report and Accounts

The Chief Executive thanked Neil Morrison of Campbell Dallas LLP for attending and North Ayrshire Council for their continued support. She also thanked the Senior Finance and Support Officer and Finance Team for their hard work in producing the annual accounts. The Chairman expressed the Board's thanks to the Senior Finance and Support Officer and Finance Team and also the Chief Executive for her input to the final accounts process.

The Annual Report and Accounts 2017-2018 were presented to the Board by the Senior Finance and Support Officer.

The general reserves balance at 31st March 2018 is £707,169 deficit this figure includes £864,000 deficit in pension scheme assets and liabilities. The Company is an admitted body to Strathclyde Pension Fund. The investment reserves balance is £302,186 of which £263,140 remains unallocated.

The Senior Finance and Support Officer discussed in detail the notes to the accounts highlighting any significant variances from 2016-17 to 2017-18 that have taken place.

Neil Morrison commented that the audit had gone well and thanked the Company for the account preparation and assistance during the audit process. Neil Morrison took the Board through the details of the Audit Highlights Memorandum.

The Chairman expressed the Board's thanks to Neil Morrison for attending the meeting and providing commentary on the accounts.

The Board agreed the Annual Report and Accounts 2017-18 and agreed to the transfer of £100,000 from the general reserves to investment reserves already reflected in the accounts.

5. Health and Safety Report

The Board:

- Noted the Health and Safety performance across the Company during the period April- May of the financial year 2017/18
- Action taken by the Leisure Management Team in response to the recent external audits.

6. Business Report

The Senior Finance and Support Officer presented the Board with the financial performance of the Company to the period 31st May 2018. Overall the Company has a favourable variance of £21,304.

The Board discussed the effects of the price increase on memberships and requested the Business Manager (Leisure) circulate information relating to the movement of memberships prior to the next Board Meeting.

A request was also made to determine whether it is possible to provide information in relation to staff categorisation against budget. Due to the complexities of this request it will be investigated and reported at a future Board meeting.

The Board noted the current financial position.

7. Leisure Report

The Business Manager (Leisure) presented the report to the Board. There was discussion relating to activity performance at West Kilbride and the terms of the lease for this facility. The Board requested that the Business Manager (Development) provide an update on the West Kilbride Lease at the next Board meeting.

The Board:

- Noted the performance and development across the business area.
- Noted the progress made to date in relation to the Golf Development Plan.
- Agreed to the renunciation of the land leased to KA Leisure at Lochshore, Glengarnock.

8. Physical Activity Report

The Business Manager (Physical Activity) presented the report and advised that the scheduled Sport Development presentation has been delayed until the next Board Meeting. Following discussion on the report the Board noted performance across the business area.

9. ICT Acceptable Use Policy

The Business Manager (Development) provided the Board with details of the Information and Communication Technologies Acceptable Use Policy.

The Board approved this Policy.

10. Auchenhavrie Leisure Centre Building Development

After discussion the Board noted the progress made towards replacing the swimming pool ventilation system and agreed to the development to increase the capacity of the fitness suite as detailed within the report.

11. Computerised Maintenance Management System Report

Discussion took place regarding utilising the Management reporting system and the Board noted the tender return and agreed the recommendation to award the tender from CMMS to Halo Leisure.

12. Fitness Equipment Tender

The Business Manager (Leisure) presented the Board with details on the proposed purchase of replacement fitness equipment for Auchenhavrie Leisure Centre and Vikingar, the Board noted the tender process and agreed the recommendation to award the fitness equipment tender to:

- Lot 1 - Pulse Fitness
- Lot 2 - Origin Fitness
- Lot 3 - Origin Fitness
- Lot 4 - Origin Fitness

13. Chief Executive Verbal Report

The Chief Executive expressed thanks to all the staff involved in the move to Quarry Road from Montgomerie House.

The Chief Executive advised the Board that following a discussion with the Chair and the Vice Chair regarding the Director vacancy that an advertisement will be prepared and circulated at the next Board meeting seeking an appropriate individual preferably with experience of working within the area of health inequality and improvement.

It is anticipated that a recruitment process will commence in October to appoint a new Director.

The Business Manager (Development) advised that, following safeguarding information provided in February to the Board, OSCR would be providing further guidance relating to safeguarding. The guidance has now been issued and the Business Manager (Development) will report on this topic at the next Board Meeting.

14. Any Other Business

The Business Manager (Leisure) issued the Board with an additional paper relating to the Assignment of Auchenhavrie Golf Complex Lease, this was discussed and the Board agreed the assignment of the two leases at Auchenhavrie Golf Complex from Mrs Jane Ogilvie to Mrs Sharon Imrie.

Reflecting on agenda item number 4 Mr Roy Martin requested if it would be possible for Strathclyde Pension Fund to provide more information on the operation and reporting of the fund.

Councillor Sweeney provided an update on Councillor McAuley and the Board wished Councillor McAuley well.



15. Date of next meeting.

The next meeting will take place on 30th August 2018 at Quarry Road, Irvine.

The meeting concluded at 12.40pm.

A Better Life

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