

## Minutes of the Board Meeting held on 30<sup>th</sup> August 2018

### Present –

Gary Higgon (Chairman), Councillor Timothy Billings, Councillor Joy Brahim, Helen Campbell, Councillor John Sweeney 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) and Christine Clark (Data and Support Officer)

The meeting started at 10.10am.

#### 1. Apologies

Apologies were received from Councillor Shaun MacAulay and Roy Martin.

#### 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 28<sup>th</sup> June 2018

The minutes of the meeting held on the 28<sup>th</sup> June 2018 were approved.

#### 4. Matters arising

The Chairman confirmed that the Business Manager (Leisure) had circulated information relating to the movement of memberships. The Business Manager (Development) provided an update on the West Kilbride lease and advised there would be a report at the next Board Meeting.

#### 5. Health and Safety Report

Following discussion on results of both internal and external audits the Board noted Health and Safety performance across the Company.

#### 6. Business Report

The Board noted the current financial position.

#### 7. Leisure Report

The possibility of displaying adverts on Company premises was raised and up to date advice on what effect this will have on the Company's charitable status will be sought. The Board noted:

- Performance and developments across the business area
- Progress with building developments at Auchendarvie Leisure Centre
- Golf Development Plan progress

**8. Physical Activity Report (incorporating Sports Development Report)**

Following the presentation on Community Sports and Community Sports Hubs, discussion took place on the role of the Community Sports Hubs and the Company's involvement. The Board noted performance across the business area.

**9. Staff Absence Quarterly Report**

Following discussion on the content of the report it was agreed that the Company will seek advice from its CPP partners on staff mental wellbeing with an update at the next Board Meeting. The Board noted the Company performance with regards to days lost due to staff absence for Quarter 1 of financial year 2018/19.

**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 2018/19.

**11. OSCR Safeguarding Guidance Report**

The Board noted the interim Safeguarding Guidance issued by OSCR in May 2018; noted the "OSCR Guidance and Good Practice for Charity Trustees" document; noted the Safeguarding policies, plans and procedures already in place across the Company and approved the future actions planned by the Company over the next 12 months.

**12. Chief Executive Verbal Report**

The Chief Executive advised that the Director Vacancy advert has been circulated to Directors for comment and it was agreed that the HR Committee will form the interview panel. The provisional date for the pension fund information session is 17<sup>th</sup> September with director training (including safeguarding) also scheduled to take place that day. The presentation will be made available to those unable to attend.

**13. Any Other Business**

There was no other business.

**14. Date of next meeting 25<sup>th</sup> October 2018**

The next meeting will take place on 25<sup>th</sup> October 2018.

The meeting concluded at 11.55am.