

## Minutes of the Board Meeting held on 6<sup>th</sup> December 2018

### Present –

Gary Higgon (Chairman), Councillor Timothy Billings, 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) and 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 30<sup>th</sup> August 2018

The minutes of the meeting held on 30<sup>th</sup> August 2018 were approved.

#### 3. Matters Arising

The Business Manager (Development) advised that he received correspondence from the Company External Auditors advising that to their knowledge there would be no impact on the Company's charitable status were the Company to host advertising within Company premises. Advice from NAC is awaited in case there is an impact on current rates relief received by the Company.

#### 4. Health and Safety Report

Following discussion on proactive monitoring and clarification of the amendments to the Swimming Pool Admission criteria the Board noted Health and Safety performance across the Company and agreed the amended Swimming Pool Admission criteria.

#### 5. Business Report

Discussion took place on the content of the report and it was agreed that a note on the movement in the investment reserves would be circulated to Directors. The Board noted the current financial position, the probable outturn position to 31<sup>st</sup> March 2019 and noted the reserves position.

#### 6. Leisure Report

The Board noted performance and developments across the business area.

#### 7. Physical Activity Report

The Business Manager (Physical Activity) advised that the official launch of the Macmillan Cancer Project Move More would take place on 23<sup>rd</sup> January 2019 at the Park Hotel Kilmarnock. Invitations are to follow. The Company received notification that funding has been awarded from Spirit of 2012's Changing Lives Through Sport and Physical Activity Fund. A new project titled "Champions for Change" will be created in partnership with the North Ayrshire Alcohol and Drug Partnership. There was discussion on what role the Community Sport Hubs would have in the Champions for Change project and what opportunities there were for external evaluation. Councillor John Sweeney requested further information on the Mind and Be Active project. The Board noted performance across the business area.

#### **8. 2019 Schedule of Board of Directors Meetings Report**

The Board agreed the schedule of meetings for 2019.

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

The Board noted the Company performance with regard to days lost due to staff absence for Quarter 2 of financial year 2018/19.

#### **10. Company Mental Health and Wellbeing Report**

Discussion took place on the content of the report and it was agreed that approval would be deferred until after the HR Committee scheduled to take place on 11<sup>th</sup> January. Following this the report will then be presented to the February Board Meeting.

#### **11. Pricing Review Report 2018**

The Board approved the proposed price increases to be implemented from 1<sup>st</sup> January 2019.

#### **12. Company Subscription Report**

The Board agreed:

- The rationalisation of membership categories
- The introduction of a new Campus only membership price
- The introduction of a standard pricing structure

#### **13. 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 2018/19.

#### **14. Gender Pay Gap Report 2018**

The Board noted the Company Gender Pay Gap Report for 2018 which will be available on the Company website and submitted to the Government Equalities Office in line with regulation.

#### **15. New Company Telephone System Report**

Following discussion the Board approved the purchase of the BT One Phone telephone system for the Company and agreed the suspension of Financial Standing Orders in this case due to special circumstances.

#### **16. Chief Executive Verbal Report**

The Chief Executive advised that the latest electronic copy of the Impact Report would be circulated later today to Directors. The Provost's Awards would take place on 15<sup>th</sup> March 2019 at the Portal, Directors were requested to advise their availability to attend. Finally the Chief Executive expressed her thanks to the Board of Directors, Senior Management Team and entire workforce for their support this year.

#### **17. Any Other Business**

There was no other business.



**18. Date of next meeting**

The next meeting will take place on 11<sup>th</sup> January 2019.

The meeting concluded at 12.08pm.

**A Better Life**

KA Leisure is a trading name of North Ayrshire Leisure Limited

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