

Minutes of the Board Meeting held on 27th May 2019

Present –

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

In attendance –

Colin Glencorse (Business Manager – Leisure), Lee Gillan (Senior Finance and Support Officer), Fiona Comrie (Health and Wellbeing Manager), Scott Morrison (Community Sport Manager), Stuart McAlpine (IT Officer) Fraser MacKenzie (Fitness Manager) and Christine Clark (Data and Support Officer)

Also in attendance – For Agenda Items 1 to 3 and 7 Linda Roddie (Axiom Consultancy (Scotland) Ltd)

The meeting started at 11.00am.

1. Apologies

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

2. Minutes of the meeting held on 28th February 2019

The minutes of the meeting held on 28th February 2019 were approved.

3. Matters Arising

There were no matters arising.

7. Physical Activity Report

The Health and Wellbeing Manager presented the Physical Activity Report and Linda Roddie from Axiom Consultancy (Scotland) Ltd presented the findings of the Impact Evaluation on the Mind and Be Active Programme. Both reports were well received and the value of impact assessments for programmes noted. Copies of the Impact Evaluation of the Mind and Be Active Programme will be circulated to Directors and funding partners. The Board noted performance across the business area.

4. Health and Safety Report

It was agreed that, if required, the Board would write to North Ayrshire Council regarding the issues with supporting documentation for statutory services and requirements. The Chairman congratulated everyone who contributed to the Company gaining the RoSPA Gold Award. The Board:

- Noted Health and Safety performance across the Company
- Notes the Company's performance in the QLM Leisuresafe Audits
- Noted the Company's success in the RoSPA Health and Safety Awards 2019
- Noted the Company's successful nomination into the IOSH Certificate of Merit Awards
- Agreed the revised Company Health and Safety Policy

5. Business Report

The Board agreed the banking facility renewal terms.

6. Leisure Report

The Board were advised that there would be a report regarding expiring outdoor sports leases presented to the next meeting. A meeting would be arranged with the members of the Golf Development group. The Board noted performance and developments across the business area.

8. Staff Absence Quarterly Report

The Board noted the Company performance with regards to days lost due to staff absence for Quarter 4 and for financial year 2018/19 in total.

9. Quarterly Complaints/Freedom of Information 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 4 of financial year 2018/19 and for 2018/19 as a whole.

10. Auchenharvie Leisure Centre Swimming Pool Tender Report

The Board noted the tender report for a replacement swimming pool ventilation system at Auchenharvie Leisure Centre and agreed to consider the matter further once additional information is provided by North Ayrshire Council regarding the future of the swimming pools at Auchenharvie Leisure Centre.

11. Strategic Risk Register Report

The Board agreed the Company's Strategic Risk Register, 2019/20, and noted the review carried out by the Audit Committee during 2018/19.

12. Chief Executive Verbal Report

The Business Manager (Leisure) advised the Board that in future the Physical Activity report would be split into separate reports for Active Lifestyles and Community Sport. Following a recruitment exercise to fill the two vacant Director positions it was noted that at the June Board meeting it will be recommended that Anne Todd and Lorraine Tulloch serve as Directors. Both individuals have been invited to attend the June Board meeting. A request has been received to bring forward the August Board Meeting from 29th to 26th August. Following an update on recent visits to industry trade shows there was discussion on ideas for future engagement with potential new customers.

13. Any Other Business

Advice was sought by Directors representing the Company at partner meetings. It was agreed that further clarification on the Company's roles and responsibilities would be provided along with the possibility of the Board receiving regular updates on this attendance.

14. Date of next meeting 27th June 2019

The next meeting will take place on 27th June 2019.

The meeting concluded at 1.00pm