

## Minutes of Board Meeting held on 26<sup>th</sup> August 2019

### Present –

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

### In attendance –

Libby Cairns (Chief Executive), Colin Glencorse (Business Manager – Leisure), David Oliver (Buildings and Facilities Manager), Fraser MacKenzie (Fitness Manager), Fiona Comrie (Health and Wellbeing Manager), Scott Morrison (Community Sport Manager), Lee Gillan (Senior Finance and Support Officer), Stuart McAlpine (IT Officer), Alex Murray (Health and Safety Co-ordinator), Marion Hunter (Finance and Support Officer) and Jennifer Carson (Support Assistant)

The meeting started at 10.10am.

#### 1. Apologies

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

#### 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 27th June 2019

The minutes of the meeting held on the 27<sup>th</sup> June 2019 were approved.

#### 4. Matters arising

The Business Manager (Leisure) advised the Board there is no update on the agreement for the vacant unit within the Rivergate Shopping Centre.

#### 5. Health and Safety Report

The Health and Safety Co-ordinator reported on the performance across the Company during the first quarter of the financial year 2018/2019. The Board noted the Health and Safety performance across the Company.

#### 6. Business Report

The Senior Finance and Support Officer provided an update on the financial performance of the Company to 31<sup>st</sup> July 2019. Following discussion the Board noted:

- The current financial position
- The reserves position
- The effect of the new pension legislation

## **7. Leisure Report**

A performance update was provided across all of the Leisure Facilities for June and July 2019. The Business Manager (Leisure) also advised the Board of the recent Portal break in. Following discussion on the report content and matters that arose during the period the Board noted the performance across the business area.

## **8. Active Lifestyles Report**

The Health and Wellbeing Manager advised the Board on the Company's success in achieving the Cycling Friendly Employer Award. Following discussion, the Board noted the performance across the business area.

## **9. Community Sports Report**

Following discussion on the content of the report the Board noted the Company performance across the business area.

## **10. Asset Management Report**

After discussion the Board requested the Buildings and Facility Manager provide a report on necessary works to be carried out taking cognisance of current financial constraints. The Board noted the current property liabilities across the Company.

## **11. Staff Absence Quarterly Report**

Following discussion on the content of the report the Board noted the Company performance with regard to days lost due to staff absence for Quarter 1 of financial year 2019/20.

## **12. Quarterly Complaints and Freedom of Information Requests Report**

The IT Officer was asked to investigate the possibility of developing a "you said – we did" mechanism for the publicity of common complaints. 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 2019/20.

## **13. Fitness Report**

Following discussion, it was requested the Fitness Manager update the Board on a monthly basis regarding membership numbers and income. A full report will be provided at the October board meeting. The Board noted the fitness membership performance following the launch of the amended membership structure and price increases.

## **14. Outdoor Sports Lease Report**

The Board requested further discussion with North Ayrshire Council regarding the retention of both Brodick sites. The Board agreed:

- The proposal to allow the termination of 16 Outdoor Sports and Seasonal Facility Leases
- To provide notice to North Ayrshire Council for the extension of 6 leases
- To the renunciation of the lease for Almswall Park, Kilwinning

#### **15. CPP Verbal Report**

The Board noted the following update from the Health and Wellbeing Manager on the following;

- Ayrshire Growth Deal
- Children's Services Strategic Plan
- Public Health Forum
- Best value Workplan Conference
- Arran CPP and HSCP local planning group merge
- HSCP Strategic Planning Group

The Board requested that the CPP verbal update be a regular item on the agenda.

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

The Chief Executive advised of the annual Director training provided by Shepherd and Wedderburn. This will take place on 4<sup>th</sup> October 2019 at 10am and all Directors were encouraged to attend. The Board were asked to consider the vacancies on both the HR and Audit Committees and advised to contact the Senior Finance and Support Officer for further information.

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

Councillor John Sweeney provided the Board with an update on the current engagement process with regards to the proposed new facility in the 3 towns area.

#### **18. Date of next meeting**

The next scheduled meeting will take place on 31<sup>st</sup> October 2019.

The meeting concluded at 12.40pm.