

Minutes of the Board Meeting held on 28th November 2019

Present –

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

In attendance –

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

The meeting started at 10am.

1. Apologies

No Apologies were received.

2. Minutes of the meeting held on the 26th August 2019

The minutes of the meeting held on the 26th August 2019 were agreed with a couple of small corrections amended.

3. Matters Arising

The Business Manager (Leisure) advised the Board there is no update on the agreement for a vacant unit at Rivergate Shopping Centre as the unit is currently in use. Other options are also being pursued.

The Business Manager (Leisure) also advised the Board that the break in at the Portal is covered by insurance and that procedural changes have been implemented.

The Board were asked to consider vacancies on both the HR and Audit Committees, Lorraine Tulloch and Anne Todd have shown interest.

4. Director Appointment

The Board agreed to appoint Councillor McClung to serve on The Board of Directors.

5. Health and Safety Report

The Health and Safety Co-ordinator gave a detailed breakdown of the report and after discussion.

The Board:

- Noted the Health and Safety performance across the Company during the second quarter of the financial year 2019/20
- Information was provided in relation to internal and external health and safety audits.

6. Business Report

The Senior Finance and Support Officer presented the Board with the financial performance of the Company to the period 31st October 2019. Overall the Company has a favourable variance of £7,419. There was discussion relating to activity performance at West Kilbride and usage figures with the recommendation that this be monitored closely.

It was also discussed that all orders should be checked with Managers and the Senior Finance and Support Officer before processing.

The Board :

- Noted the current financial position
- Noted the probable outturn position at 31st March 2020
- Agreed to capitalise loose equipment purchased for Auchenharvie Leisure Centre
- Agreed to not action the budgeted transfer to reserves of £80,000
- Noted the reserves position

7. Leisure Report

The Business Manager (Leisure) presented the report to the Board. Following discussion on the report the Board noted performance across the business area.

8. Active Lifestyles Report

The Health and Wellbeing Manager highlighted key events and activities delivered during September and October. The team took part in the Macmillan World's Biggest Coffee Morning hosting 10 events with a total of 415 people attending raising donations of £1,260.21.

The Board enjoyed the report noted performance across the business area.

9. Community Sport Report

The Community Sport Manager provided the Board with a detailed report of the performance during the months of August, September and October 2019 and discussed the success of DREAM week along with other projects including the introduction of walking netball.

The Board have noted the performance across the business area.

10. Asset Management Report

The Building and Facilities Manager presented the Board with a summary of priority actions across sites with the largest proportion of liabilities at Auchenharvie Leisure Centre due to the age and failing condition of the existing boilers along with swimming pool ventilation and filtration issues.

Following discussion the Board noted the current property liabilities across the Company.

11. Staff Absence Quarterly Report

The Senior Finance and Support Officer advised the Board of the staff absence levels across the Company. The Board noted the performance with regard to days lost due to staff absence during quarter 2 of the financial year 2019/20.

12. Quarterly Complaints and Freedom of Information Requests Report

The IT Officer advised the Board that for the period 1st July 2019 to 30th September 2019 that the Company received 46 complaints and 3 Freedom of Information request. The Board noted the number and category of complaints and Freedom of Information requests received by the Company for the period and performance against response targets during quarter 2 of the financial year 2019/20.

13. ICT Development Report

The IT Officer explained the need to upgrade the Company Servers and PC's. Following discussion the Board noted the report, agreed to the upgrade/replacement and agreed to the suspension of Financial Standing orders in this case due to special circumstances.

14. New Company Telephony System Report

The IT Officer gave a detailed report on the proposed move to the BT one system and the Board approved the purchase of this on a 5-year term and agreed to the suspension of Financial Standing orders in this case due to special circumstances.

15. Fitness Report

The Fitness Manager provided information on the Fitness performance during the months of August, September and October, as the Income remains below budget the Board have asked if this can be included in every meeting and noted the fitness performance and actions.

16. 2020 Schedule of Board of Directors Meetings Report

The Board agreed to the following schedule of meetings for 2020:

30th January (NAC Report)
27th February
30th April
25th June (Annual Accounts)
27th August (Including General Meeting)
26th November

17. CPP Verbal Report

The Health and Wellbeing Manager provided the board with updates including information on the following:

- Kindness Promise
- Workshop Step Change
- North Ayrshire Early Adopter Site – Whole Systems Approach - Healthy Weight Initiative

The Board were also advised that the CPP meeting was on at the same time as this Board meeting and that further updates will be provided at future meetings

The CPP Annual conference is being held in January and if anyone would like to attend please speak to Ashley Pringle for further information.

18. Chief Executive Verbal Report

The Chief Executive advised the Board that due to electrical work the power at Head Office will be disrupted on 6th December. Alternative working arrangements have been put in place for staff for that day.

The Company has received an enquiry from an elected member of North Ayrshire Council regarding publishing board reports and minutes on the company website. Discussions with office bearers and senior management regarding this matter have taken place. Discussions with North Ayrshire Council is ongoing.

The Board reports are now available for Directors in PDF Format and The Chief Executive advised if any Director would prefer their board paper in this format to please notify to the IT Officer.

The Business Manager (Leisure) advised the Board of dates for the Progress Report Working Group meetings and asked if they are available to please attend, the dates are as follows:

10th December
20th December
15th January

The Chief Executive advised the Board that the Head Office will be closed from the 24th December to the 2nd January inclusive and gave best wishes for the festive season.

19. Any Other Business

No other Business

20. Additional Item - Ravenspark Golf Course Clubhouse Lease

The Business Manager (Leisure) provided information on the rent review carried out by Graham & Sibbald and the Board agreed to rent Ravenspark Golf Course Clubhouse for an annual fee of £19,750.

21. Date of next meeting.

The next meeting will take place on 30th January 2020 at Quarry Road, Irvine.

The meeting concluded at 12.10pm.