

## Minutes of the Board Meeting held on 30<sup>th</sup> January 2020

### Present –

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

### In attendance –

Libby Cairns (Chief Executive), Colin Glencorse (Business Manager – Leisure), Lee Gillan (Senior Finance and Support Officer), Alex Murray (Health and Safety Co-ordinator), Scott Morrison (Community Sport Manager), Stuart McAlpine (IT Officer) and Christine Clark (Data and Support Officer)

The meeting started at 10.00am.

#### 1. Apologies

Apologies were received from Councillor Shaun MacAulay, Councillor Jean McClung and Ashley Pringle.

#### 2. Minutes of the meeting held on 28<sup>th</sup> November 2019

The minutes of the meeting held on 28<sup>th</sup> November 2019 were approved.

#### 3. Matters Arising

There were no matters arising.

#### 4. Health and Safety Report

The Health and Safety Co-ordinator extended an invitation to Directors to attend the quarterly Health and Safety Team meetings, the next meeting will take place on 8<sup>th</sup> April at 10am. He also advised of a new electronic reporting system that will produce more in-depth reports in the coming months, including a differentiation between accidents and sporting injuries. It was agreed that Elected Members on the Board would provide assistance in liaising with North Ayrshire Council on the outstanding recommendations from the external safety audits and an update would be provided to the next Board Meeting. The Board noted Health and Safety performance across the Company.

#### 5. Performance and Impact Report

Following viewing excerpts from the proposed video and discussion the Board agreed the Company Performance and Impact Report incorporating the 2020/2021 budget and its submission to North Ayrshire Council in February 2020. The Board noted that the Business Managers for Leisure and Physical Activity will present this report to the Cabinet of North Ayrshire Council on 18<sup>th</sup> February.

#### 6. Gender Pay Gap Report

Further clarification on instructor's rates of pay will be provided to the next meeting. The Board noted the Company Gender Pay Gap Report for 2019 which will be available on the Company website and submitted to the Government Equalities Office in line with regulation.

#### 7. New Company Telephone System (update) Report

The Board approved the purchase of the BT One Phone telephone system on a 5-year term based on the revised figure in the report and information submitted previously to the November Board Meeting.

**8. Any Other Business**

The Board approved the appointment of Anne Todd to the HR Committee and Lorraine Tulloch to the Audit Committee. Councillors Billings and Sweeney provided positive feedback regarding the Chief Executive and Senior Finance Officer's presentation to the North Ayrshire Council Policy Advisory Panel on 23<sup>rd</sup> January. The Board noted that Committee Services were now receiving electronic agenda papers instead of paper, Board Minutes are uploaded to the Company website immediately after approval and in future the Board Agenda without papers will also be available on the Company website.

**9. Date of next meeting 27<sup>th</sup> February 2020**

The next meeting will take place on 27<sup>th</sup> February 2020.

The meeting concluded at 10.54am.