

## Minutes of Board Meeting held on 28<sup>th</sup> February 2019

### Present –

Gary Higgon (Chairman), Ashley Pringle, Councillor Timothy Billings, Councillor Shaun MacAulay and Helen Campbell

### In attendance –

Libby Cairns (Chief Executive), Lorne Campbell (Business Manager – Development), Colin Glencorse (Business Manager – Leisure), Laura Barrie (Business Manager – Physical Activity), Lee Gillan (Senior Finance and Support Officer), Alex Murray (Health and Safety Co-ordinator) and Marion Hunter (Finance and Support Officer)

The meeting started at 10.00am.

#### 1. Apologies

Apologies were received from Councillor Joy Brahim and Councillor John Sweeney.

#### 2. Minutes of the meeting held on the 11<sup>th</sup> January 2019

The minutes of the meeting held on the 11<sup>th</sup> January 2019 were approved.

#### 3. Matters arising

The Business Manager (Development) advised that North Ayrshire Council has now confirmed there will be no impact on the Company's current rates relief if advertising were to be displaying within any premises. The Chairman advised the Board any updates on the new Ardrossan Campus will be received from Management in due course.

#### 4. Health and Safety Report

The Health and Safety Co-ordinator reported on the performance across the Company during the third quarter of the financial year 2018/19. The Board noted and agreed:

- The Health and Safety performance across the Company
- The development of compliance reporting
- The revised Company Smoking Policy

#### 5. Business Report

The Senior Finance and Support Officer provided an update following which the Board noted:

- The current financial position of the Company
- The probable outturn position at 31<sup>st</sup> March 2019
- The current reserves position

#### 6. Leisure Report

The Business Manager (Leisure) verbally updated the Board on the current issues at Auchenharvie Leisure Centre. A tender process has been completed to replace the existing plant and a report will be tabled to the Board in due course.

A further verbal report was tabled regarding the extension of the Seasonal Lease at both Mackerston and Barrfields Putting Greens, requesting these now be 30<sup>th</sup> September 2019. The Board considered both verbal reports and requested that in future all detailed reports should be in a written format.

Following discussion on the report content and matters that arose during the period the Board:

- Noted the performance and developments across the business area
- Agreed the partial renunciation of sports pitches at Auchendarvie Academy and Dalry Public Park
- Agreed the extension of the Seasonal Lease at Mackerston and Barrfields Putting Greens until 30<sup>th</sup> September 2019

#### **7. Physical Activity Report**

The Business Manager (Physical Activity) demonstrated the new Company website to the Board. Following discussion on this and the Physical Activity report the Board noted the performance across the business area.

#### **8. Staff Absence Quarterly Report**

Following discussion on the content of the report the Board noted the Company performance with regards to days lost due to staff absence for Quarter 3 of financial year 2018/19.

#### **9. 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 3 of financial year 2018/19.

#### **10. Vikingar Visitor Attraction Report**

The Business Manager (Leisure) advised the Board on the current situation with the Visitor Attraction projection system and following discussion the Board:

- Noted the current position with the Vikingar Visitor Attraction
- Agreed to the implementation of the alternative operating proposal
- Will review all options once further information is known regarding the potential relocation of Largs Library.

#### **11. Chief Executive Verbal Report**

The Chief Executive updated the Board on the following:

- There has been positive feedback received from NAC following the February Cabinet meeting where the Impact Report was presented
- 5 completed applications have been received for the 2 Director vacancies currently on the Board. The HR Committee will progress with the selection and interview process
- The Audit process has started, the pre-audit meeting has taken place and Campbell Dallas staff will be on site from the 13<sup>th</sup> May 2019 to complete the fieldwork
- The Chief Executive and the Senior Finance and Support Officer will be attending the CIPFA Public Finance Conference at the end of March



- The Provost Awards will be held on the 15<sup>th</sup> March 2019. The Company is supporting the Sports Award.

## **12. Any Other Business**

Discussion took place on the proposed new Ardrossan Campus and the Board agreed the Business Manager (Leisure) should prepare an internal report detailing the potential impact this new site may have on the Company.

The Chairman of the Board expressed his thanks to the Business Manager (Development) and wished him good luck in his new role.

The Chief Executive wished the Business Manager (Development) well in his new position and thanked him for his time at KA Leisure.

## **13. Date of next meeting**

The next meeting will take place on 25<sup>th</sup> April 2019.

The meeting concluded at 12noon.