

Minutes of Board Meeting held on 27th August 2020

Present –

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

In attendance –

Colin Glencorse (Business Manager – Leisure), Laura Barrie (Business Manager – Physical Activity), Lee Gillan (Senior Finance and Support Officer), Fiona Comrie (Health and Wellbeing Manager), Scott Morrison (Community Sport Manager), Alex Murray (Health and Safety Co-ordinator), Stuart McAlpine (IT Officer) and Marion Hunter (Finance and Support Officer)

The meeting started at 1.00pm.

1. Apologies

Apologies were received from Libby Cairns (Chief Executive).

2. Minutes of the meeting held on the 27th February 2020

The minutes of the meeting held on the 27th February 2020 were approved.

3. Matters arising

The Health and Safety Co-ordinator confirmed all outstanding actions identified in the external safety audits have now been completed. Staff absences are now being further categorised to include work-related causes.

4. 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 2020/21 highlighting the challenges due to the COVID-19 pandemic. The Board noted and agreed:

- The Health and Safety performance and developments across the Company
- The certification received following the RoSPA COVID-19 Back to Work Reviews
- The revised Company Health & Safety 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 and the probable outturn position at 31st March 2021.

6. Leisure Report

The Business Manager (Leisure) reported on the performance across the business area and provided an update on COVID-19. Both these areas were noted by the Board.

7. Active Lifestyles Report

Following discussion on the content of the report the Board noted the performance across the business area, in particular all of the on-line work carried out that supported customers during the COVID-19 lockdown period. It was also noted Helen Campbell had been awarded the Paths for All Walk Co-ordinator for 2020 award.

8. Community Sport Report

The Community Sport Manager reported on the performance across the business area. The Board noted this performance and commended the work undertaken to generate such positive outcomes prior to the COVID-19 pandemic.

9. Staff Absence Quarterly Report

Following discussion on the report the Board noted the Company performance with regards to days lost due to staff absence for Quarter 1 of financial year 2020/21.

10. 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 1 of financial year 2020/21.

11. Strategic Risk Register Report

The Senior Finance and Support Officer advised the Board of the amendments made to the Strategic Risk Register in light of the current situation. Following discussion, the Board agreed the Company's Strategic Risk Register, 2020/21, and noted the review carried out by the Audit Committee.

12. Pricing Review 2020 Report

The Business Manager (Leisure) discussed the contents of the report and following discussion the Board:

- Approved the proposed price increases for club hires
- Agreed the previously revised pay as you go prices remain at their current level
- Agreed no change to the current membership pricing

13. CRM Tender Report

The Business Manager (Leisure) explained the process completed to lead to this proposal. The Board were also advised the Senior Management Team have discussed this expenditure with North Ayrshire Council and they are aware this is included within the projected financial outturns for 2020/21. Following discussion, the Board agreed Legend Club Management Services (UK) Ltd would be appointed as the provider for a Customer Relations Management System for KA Leisure for a 4-year term.

14. Facilities Re-opening Report

Discussion took place around the contents of the report and concerns regarding the opening of Auchenhavrie Ice Rink. The Board noted the measures implemented to ensure venues are COVID-19 safe and the phased venue re-opening programme for KA Leisure facilities.

15. Any Other Business

The Chairman of the Board expressed his thanks to the Senior Management Team for all their hard work over the last few months. There was discussion regarding the marketing and communication activities currently utilised to engage with KA Leisure customers and partners.

16. Date of next meeting

The next meeting will take place on 26th November 2020.

The meeting concluded at 3.05pm.