

Minutes of the Board Meeting held on 27th October 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), Stuart McAlpine (IT Officer) and Christine Clark (Data and Support Officer)

The meeting started at 10.00am.

1. Apologies

Apologies were received from the Chief Executive.

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

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

3. Matters Arising

There were no matters arising.

4. Health and Safety Report

The content of the report was discussed in detail along with the results of the external audits. It was requested that a report on the progress of the Stress and Mental Health Policy be prepared for the next Board Meeting. The Board Noted the reported Company Health and Safety accidents statistics and noted the scoring and recommendations from the recent external health and safety audits.

5. Business Report

There was discussion on the agreed level of financial support the Company will receive from North Ayrshire Council for financial year 2020/21. Possible sources of Government support for lost income and a replacement to the Coronavirus Job Retention Scheme were also discussed. The Board sought clarification on general advice around acceptable levels of reserves for charitable organisations and the Company's current levels of reserves.

The Board noted:

- The current financial position
- The probable outturn position to 31st March 2021
- The ongoing work in relation to going concern and agree the going concern statement for inclusion in the Annual Report 2019/20

6. Leisure Report

The Business Manager (Leisure) asked for his thanks to be recorded to everybody involved in the work to re-open facilities. There was discussion on attendance levels at re-opened facilities and online classes and options for the future involving outdoor fitness and further promotion of the Company's online offering. Councillor Sweeney asked for his appreciation to staff at Auchenharvie Leisure Centre to be noted following his recent site visit. The Board:

- Noted the COVID-19 re-opening Update
- Noted performance across the business area.

- Considered requirements and timescales to re-open the ice rink and agreed to go ahead with identified repairs and re-open the ice rink in early December.
- Agreed the introduction of a Winter Golf Season Ticket.

7. Active Lifestyles Report

The Board noted performance across the business area.

8. Community Sport Report

The Board noted performance across the business area.

9. Covid-19 Communication Framework

There was consensus on the importance of communication. Monitoring and evaluation of the Company's communication channels was discussed. Lorraine Tulloch offered her assistance to the Business Manager (Physical Activity) regarding public health messaging internally and communications with staff. The Board noted the COVID-19 Communications Framework and associated communication examples.

10. CRM System Update Report

Following discussion on the content of the report the Board:

- Noted the current position in relation to the implementation of the agreed Customer Relations Management system.
- Agreed adaptations to the Company IT infrastructure, Option 3.
- Agreed to the suspension of Financial Standing Orders in this case due to special circumstances to facilitate the upgrading of the Company IT infrastructure.

11. Company Future Outlook Discussion

There was discussion on the future outlook of the Company and the consideration of a COVID Recovery Plan for the next 12 to 18 month period. It was agreed that a small group made up of the Audit Committee and Chairman would assist in the development of the Recovery Plan incorporating the budget 2021/22 preparation process. North Ayrshire Council's Executive Director (Interim) Communities and Head of Service-Connected Communities will be invited to the initial meeting. The Senior Finance and Support Officer will co-ordinate dates.

12. Any Other Business

There was a reminder that there will be a meeting of the HR Committee on 5th November at 2pm.

13. Date of next meeting

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

The meeting concluded at 12.26pm.