

Minutes of the Board Meeting held on 26th November 2020

Present –

Gary Higgon (Chairman), Councillor Timothy Billings, Helen Campbell, 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), Stuart McAlpine (IT Officer), Fiona Comrie (Health and Wellbeing Manager), Alex Murray (Health and Safety Co-ordinator), Susan Kelly (Customer Service Manager (East)), Marion Hunter (Finance and Support Officer) Liz Waite (Support Assistant)

Also in attendance – For agenda point 1- 4, Neil Morrison (Azets Audit Services Ltd)

The meeting started at 10.07am.

1. Apologies

Councillor Shaun MacAulay, Libby Cairns (Chief Executive), Scott Morrison (Community Sport Manager) and George Mitchell (Customer Service Manager (West))

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

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

3. Matters Arising

The Senior Finance and Support Officer provided an update to the Board regarding the introduction of a Stress and Mental Health policy. This is currently being produced and a draft policy will be presented to the HR Committee in December.

4. Annual Report and Accounts 2019-20

The Annual Report and Accounts 2019-2020 were presented to the Board by the Senior Finance and Support Officer.

The general reserves balance at 31st March 2020 is £1,045,671 deficit this figure includes £1,262,000 deficit in pension scheme assets and liabilities. The Company is an admitted body to Strathclyde Pension Fund. The investment reserves balance is £314,648 of which £258,747 remains unallocated.

The Senior Finance and Support Officer discussed in detail the notes to the accounts highlighting any significant variances from 2018/19 to 2019/20 that have taken place.

Neil Morrison discussed the Audit Highlights Memorandum with the Board stressing the importance this year, in particular, of Going Concern. Neil thanked the Company for their assistance with the audit confirming they have no concerns and concluded a clean audit opinion.

The Chairman thanked Neil Morrison for attending the meeting and North Ayrshire Council for their continued support. He also thanked the Senior Finance and Support Officer, Finance Team and Management for their work in producing the annual accounts.

The Board approved the Annual Report and Accounts 2019-20.

5. Health and Safety Report

The Health and Safety Co-ordinator along with The Business Manager (Leisure) gave a detailed breakdown of the report and after discussion the Board:

- Noted the reported Company Health and Safety accident statistics.
- Noted the progress implementing the recommendations identified during the recent 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 2020. Currently the Company has an adverse variance of £864,650. Discussion took place regarding the budget process.

The Board noted:

- the current financial position
- the probable outturn position at 31st March 2021
- the ongoing work in relation to the budget for financial year 2021/22

7. Leisure Report

The Business Manager (Leisure) presented the report to the Board. Following discussion on the report the Board noted the performance across the business area and the work being completed to the ice rink at Auchenhavrie Leisure Centre with a view to it re-opening.

8. Active Lifestyles Report

The Health and Wellbeing Manager presented the Board with details of the report and provided information on the different types of support and activities that the team are currently providing. The Board were also advised that a press release has been issued in recognition of Helen Campbell winning the Paths for All Coordinator of the Year Award and a Scottish Parliamentary motion has been raised by Jamie Greene MSP West Scotland.

9. Community Sport Report

The Business Manager (Physical Activity) provided the Board with a report of the performance during the month of October 2020 and highlighted the progress towards the further resumption of programmes and activities including Football Memories, Twilight Basketball and Walking Football.

The Board noted the performance across the business area.

10. 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 regards to days lost due to staff absence during quarter 2 of the financial year 2020/21.

11. Quarterly Complaints and Freedom of Information Requests Report

The IT Officer advised the Board that for the period 1st July 2020 to 30th September 2020 the Company received 42 complaints and 2 Freedom of Information requests. 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 2020/21.

12. KA Leisure Draft Communication Strategy 2020-2023

The Business Manager (Physical Activity) provided information on the report and the Board noted the Draft Communication Strategy 2020-2023. It was proposed by the Chair that the document is referred to the HR Committee where it can be discussed further. All Directors were invited to share comments, either directly to Laura or to members of the HR Committee.

13. Company Future Outlook Discussion

Discussion was held and meetings are ongoing with North Ayrshire Council regarding the outlook of the Company. A working group comprising Directors and Officers has been established to develop a COVID recovery plan.

14. 2021 Schedule of Board of Directors Meetings Report

The Board agreed to the following schedule of meetings for 2021:

28th January (NAC Report)
25th February
29th April
24th June (Annual Accounts)
26th August (Including General Meeting)
28th October
25th November

15. Any Other Business

The Chairman asked that the Board be updated on the details of the additional charges being added to the new CRM (Customer Relations Management) package and shown the like for like comparison between the two companies involved in the tender process.

16. Date of next meeting

The next meeting will take place on 28th January 2021.

The meeting concluded at 12noon.