

Minutes of Board Meeting held on 19th March 2021

Present –

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

In attendance –

Libby Cairns (Chief Executive), Colin Glencorse (Business Manager – Leisure), Laura Barrie (Business Manager – Physical Activity), David Oliver (Buildings and Facilities Manager), Lee Gillan (Senior Finance and Support Officer), Stuart McAlpine (IT Officer), Alex Murray (Health and Safety Co-Ordinator) and Jennifer Carson (Support Assistant)

The meeting started at 10.01am.

1. Apologies

No apologies were received.

2. Minutes of the meeting held on the 25th February 2021

The minutes of the meeting held on the 25th February were agreed.

3. Matters arising

The Senior Finance and Support Officer confirmed the updated draft Stress Management policy would be presented at the next HR Committee meeting.

The Business Manager (Physical Activity) confirmed an updated Communication Strategy will be presented at the next board meeting. It was also advised the HR Committee would receive a paper on the Temporary Walk Leader post at a future meeting.

4. Health & Safety Report

The Board noted the Health and Safety performance across the Company.

5. Boiler Replacement – Auchendarvie Leisure Centre

The Business Manager (Leisure) discussed the contents of the report and following discussion, the Board agreed to replace the heating system at Auchendarvie Leisure Centre. The Board also agreed to engage a specialist mechanical and electrical consultant to develop an appropriate specification, manage a tender process and an agreed schedule of works. Prior to the tender process going live on the Public Contracts Scotland portal the Board requested to see a revised paper proposal covering the verbal adjustment discussed at the meeting together with the tender documentation.

6. Corporate Broadband Upgrade

The IT Officer updated the Board on the current position in relation to the end of the broadband services contract which is due to terminate. The Board approved the new broadband provider and 3-year term as sourced by the Company's third-party IT support partner.

7. Any Other Business

The Board were updated by the Senior Finance & Support Officer on the Company's self-referral Occupational Health process for employees who have completed a referral for additional support. It was advised that the Company's Occupational Health provider are unable to supply information in relation to the number of these referrals.

8. Date of next meeting

The next scheduled meeting will take place on 29th April 2021.

The meeting concluded at 10.41am.