

## Minutes of the Board Meeting held on 29<sup>th</sup> April 2021

### Present –

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

### In attendance –

Libby Cairns (Chief Executive) agenda items 1-5, 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), Scott Morrison (Community Sport Manager), Alex Murray (Health and Safety Co-ordinator), Liz Waite (Support Assistant)

The meeting started at 10.02am.

#### 1. Apologies

Councillor Shaun MacAulay

#### 2. Minutes of the meeting held on the 19<sup>th</sup> March 2021

The minutes of the meeting held on the 19<sup>th</sup> March 2021 were approved.

#### 3. Matters Arising

The Business Manager (Leisure) provided an update on the boiler replacement at Auchendarvie Leisure Centre.

#### 4. Health & Safety Report

The Health and Safety Co-ordinator provided an update in relation to the general Health and Safety performance as well as an update regarding the KA Leisure Gateway System, the Board:

- Noted the reported Company Health and Safety performance across the Company.
- Noted the delivery of live stream demonstrations of the KA Gateway.

#### 5. Leisure Report

The Business Manager (Leisure) updated the Board on the golf performance and re-opening arrangements.

An update was also provided on the introduction of the new CRM system. It was noted that there were a number of issues highlighted that the management team are working through to resolve. Discussion took place surrounding the negative publicity on social media and how this was managed. Discussion was held regarding resources and extended hours being worked by managers. It was confirmed that staff wellbeing is discussed at every HR Committee meeting.

The Business Manager (Leisure) also provided information regarding the lease of the putting green in Brodick the Board agreed the recommendation of the transfer of lease for 12 months to the new operator of the adjacent shop.

## **6. Active Lifestyles Report**

The Health and Wellbeing Manager provided the Board with information on the various delivery areas of the Health & Wellbeing Service including the re-introduction of group walks and doorstep visits for vulnerable participants. The Board was also advised that the Company had been awarded £38,000 from the Assessing Future Needs Fund to support vulnerable people adversely affected by the pandemic. The Board noted the performance across the business area.

## **7. Community Sport Report**

The Community Sport Manager provided a summary of the work the Community Sport Team has undertaken and advised that the return of both adult and children's activities on a phased basis would commence from the 10<sup>th</sup> May. The Board noted the performance across the business area.

## **8. 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 Company performance with regards to days lost due to staff absence during quarter 4 of the financial year 2020/21.

## **9. Revised Draft – KA Leisure Communications Strategy**

The Business Manager (Physical Activity) presented a revised draft Communication's Strategy (2021-2022) which incorporates feedback received from the first draft and sets out the strategic direction of our communication activities which aligns to the Recovery & Renewal Plan. The Board approved the draft Communications Strategy 2021-22

## **10. Verbal Update on Data Protection**

The IT Officer provided the Board with a verbal update on Data Protection.

## **11. Any Other Business**

The Senior Finance and Support Officer updated the Board on the Pre-audit year end financial position of the Company and advised that the accounts, all going well should be presented at the Board Meeting in June.

The Community Sport Manager provided a demonstration of the new booking/fitness app that will be launched in the next few weeks.

## **12. Date of next meeting**

The next meeting date has yet to be confirmed.

The meeting concluded at 11.54am