

## Minutes of the Board Meeting held on 28<sup>th</sup> October 2021

### Present –

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

### In attendance –

Malcom McPhail (Interim Chief Executive), 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), Marion Hunter (Finance and Support Officer) and Christine Clark (Data and Support Officer)

**In attendance for Item 1 to 4 –** Neil Morrison (Azets Audit Services Ltd)

**Also in attendance from North Ayrshire Council–** Rhona Arthur (Head of Service – Connected Communities) and Jenny Squires (HR Advisor – People and ICT)

The meeting started at 10.03am.

#### 1. Apologies

Apologies were received from Councillor Shaun MacAulay and Helen Campbell.

#### 2. Minutes of the meeting held on 6<sup>th</sup> September 2021

The minutes of the meeting held on 6<sup>th</sup> September 2021 were approved.

#### 3. Matters arising

There were no matters arising.

#### 4. Annual Report

The Annual Report and Accounts 2020-2021 were presented to the Board by the Senior Finance and Support Officer.

The general reserves balance at 31<sup>st</sup> March 2021 is £3,187,671 deficit this figure includes £3,404,000 deficit in pension scheme assets and liabilities. The Company is an admitted body to Strathclyde Pension Fund. The investment reserves balance is £304,379 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 2019-20 to 2020-21 that have taken place.

Neil Morrison discussed the Audit Highlights Memorandum with the Board. 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 2020-21.

## 5. Interim CEO Report

The Board noted the content of the Interim CEO's report.

## 6. Recovery and Renewal Report

In addition to the report the Business Manager (Leisure) updated on the recruitment of the Sales Team and the Business Manager (Physical Activity) updated on the effectiveness of the new app. Councillor Sweeney asked that his thanks be noted to staff for their hard work over the past 18 months. There was discussion on the planned sales training and how best to measure the benefits of the facilities at the Walker Hall and Bridgegate. The Board noted progress with the KA Leisure Recovery and Renewal plan.

## 7. Business Report

The Board noted:

- The current financial position
- The probable outturn position to 31<sup>st</sup> March 2022
- The ongoing work in relation to the budget for financial year 2022/23

## 8. Health Wellbeing and Safety Report

It was confirmed that the staff Stress Indicator Tool Analysis survey would be carried out by an external independent organisation and results will be shared with the Board. The Board noted:

- Health and Safety performance across the Company
- Progress with the Company's Employee Wellbeing Programme

## 9. Leisure Report

The Business Manager (Leisure) provided an update on the CRM system and the boiler replacement at Auchendarvie Leisure Centre. There was discussion on staff recruitment challenges. The Board noted performance across the business area.

## 10. Active Lifestyles Report

The Board noted performance across the business area.

## 11. Community Sport Report

The Board noted performance across the business area.

## 12. Staff Absence Report

The Board noted the Company performance with regards to days lost due to staff absence during quarter 2 and for financial year 2021/22 in total.

## 13. Strategic Risk Register (verbal report)

The Board agreed to the adapted Strategic Risk Register prepared by the Interim CEO.

## 14. Action List

The actions on the Action List were reviewed and following discussion it was agreed that a column would be added showing progress to date, the document would be added to the agenda papers under Matters Arising and any adjustments to actions should be submitted to the Interim CEO.

**15. Any Other Business**

Ashley Pringle advised that he was standing down as the Company representative on the Community Planning Partnership Board and volunteers were sought to replace him. It was agreed that Anne Todd and Lorraine Tulloch would share the role.

The Chairman expressed his thanks to the Head of Service – Connected Communities and HR Advisor – People and ICT for attending the Board Meetings.

**16. Date of next meeting 25<sup>th</sup> November 2021**

The next meeting will take place on 25<sup>th</sup> November 2021.

The meeting concluded at 12.36pm.