

Minutes of Board Meeting held on 24th February 2023

Present –

Ashley Pringle (Chairperson), Councillor Jean McClung, Lorraine Tulloch and Helen Campbell.

In attendance –

Colin Glencorse (Head of Operations and Customer Service), Laura Barrie (Head of Active Communities), Terry Stirton (HR Manager), Susan Kelly (Assistant Head of Operations and Customer Service), Lee Gillan (Senior Finance and Support Officer), Fiona Comrie (Health and Wellbeing Manager), Scott Morrison (Community Sport Manager), Lisa Little (Health, Safety and Risk Manager) and Stephanie Napier (PA to CEO).

In attendance from North Ayrshire Council –

Audrey Sutton (Executive Director/Chief Officer)

The meeting started at 10.00am.

1. Apologies

Apologies were received from Malcolm McPhail (Interim Chief Executive Officer), Councillor John Sweeney, Councillor Jim Montgomerie, Councillor Ian Murdoch and Anne Todd.

2. Minutes of the meeting held on the 15th December 2022.

The minutes of the meeting held on the 15th December 2022 were approved with minor adjustments required:

- Add Laura Barrie (Head of Active Communities) to the Attendance List.
- Change Satisfaction Survey to HSE Stress Indicator Tool.
- Deputy Chairperson to Vice Chairperson.

A discussion was held regarding the Action minutes from 15th December 2022. Terry Stirton reported that responses to the Skills Matrix were still outstanding. These should be returned as soon as possible with a view to recruit via national press by the summer as recent meetings have been borderline quorum.

3. Matters arising

There were no matters arising.

4. Interim CEO Strategic Objectives Update

In Malcolm's absence Terry Stirton presented the Strategic Objectives Update and the board noted the content.

Lorraine Tulloch asked for an update on measures being taken to save money in relation to the Energy Crisis. Colin Glencorse reported that various cost cutting measures had been investigated such as reducing pool temperatures and the use of the solar panels at the Portal.

Colin detailed the financial extent of the Energy Crisis with the cheapest price to date costing an additional £888k more than previous years. The audit committee agreed to wait 2- 3 weeks to capture the best price before locking into a contract. Colin reported that KA have also been in talks with NAC to discuss transferring consumption back to the Council. Colin has an initial meeting in the coming week with Sustainability to discuss further. Ashley Pringle asked if there was a possibility of redundancies and Colin gave assurance that

the Board would be consulted in this instance. Audrey Sutton assured the Board that NAC are supporting KA in terms of the Energy Crisis.

Under the Workforce Planning Objective, Audrey Sutton presented the CEO Recruitment paper and gave assurance that NAC will support the recruitment process. The Board noted:

- The forthcoming expiry of the Interim Chief Executive's temporary contract of employment.
- The challenges and opportunities faced by KA Leisure at this time in transitioning to a Community Health and Wellbeing Company.
- The Board approved the proposal to recruit to the role of Chief Executive Officer on a permanent basis.

5. Health, Safety and Wellbeing Report

Lisa Little and Laura Barrie presented the Health, Safety and Wellbeing Report. Ashley Pringle gave credit for the work towards Health and Wellbeing, impressed with the outcomes. Ashley discussed the requirement for a report that can be easily read and measured by the Board. The Board:

- Noted Health and Safety performance across the company.
- Noted progress with the company's Staff Wellbeing Programme.
- Approved the revised Health, Safety and Wellbeing policy.

6. Business Report

Lee Gillan provided an update on the financial performance of the Company to date; the Board noted the current financial position and projected outturn position.

Audrey Sutton acknowledged and commended the progress made by KA Leisure since the pandemic. Audrey discussed the new energy risk, stating this may be more serious and have a longer-standing effect; the level of support being offered by NAC to be confirmed after Budget on 1st March.

7. Leisure Report

Following discussion on the content of the report, the Board:

- Noted performance across the business area.
- Provisionally agreed the funding of the boiler replacement at Auchenharvie Leisure Centre from our investment reserves in the event that prudential borrowing is investigated and is not an option.

Following a discussion on attendance figures it was agreed that a resolution should be found for more accurate reporting in this area. In terms of a forward plan, Audrey Sutton requested that the 6 monthly NAC check-in meetings should include KPI's for a wider report.

8. Active Lifestyles Report

Fiona Comrie provided the Board with an update on various ongoing projects and funding received, highlighting key events and activities being delivered. Following discussion, the Board noted the performance across the business area.

9. Community Sport Report

Scott Morrison summarised the paper and provided an update on key events and various projects being delivered. Following discussion, The Board noted performance across the business area.

10. Staff Representative Verbal Report

Helen Campbell reported that employees have requested the travel allowance should be reviewed in line with fuel price increases. Colin Glencorse agreed to investigate but was sure the mileage is Scottish Government based therefore may not be negotiable.

Helen also requested that First Aid Courses should not be relocated to provide the room for another service. Helen explained this is unacceptable due to rooms being booked so far in advance and the equipment that requires to be moved. It was agreed that this matter should be placed on the Agenda for Management meetings.

11. Pricing Review

Following discussion led by Colin Glencorse on the price changes, the Board approved the proposed pricing structure to be implemented from 1st April 2023. Lorraine Tulloch suggested that going forward, prices in comparable council areas should be investigated.

12. KPI's

Colin Glencorse summarised the report which contained 5 key areas for measurement: Impact, Finance, Staff, Business Development and Communication/Engagement. Following discussion, the Board noted the progress towards developing a new organisational performance framework.

13. Gender Pay Gap Report 2022

Lee Gillan summarised, and the Board noted the Company Gender Pay Gap report which will be available on the company website and submitted to the Government Equalities office in line with regulation.

14. Any Other Business

Laura Barrie confirmed the Performance Impact Report is now published on the website. Following Cabinet, Laura has been working with John Hutchison from NAC Communications to produce a joint press release which will be shared once complete.

15. Date of next meeting

The date of the next meeting is 27th April 2023.