

KA LEISURE BOARD MINUTES

Meeting	KA Leisure Board Meeting
Date/Venue	31st October 2024 – 10am, 22 Quarry Road, Irvine, KA12 0UG
Present:	<p><u>Directors</u> Ashley Pringle (Chairperson) Councillor Jean McClung Anne Todd Lorraine Tulloch Helen Campbell Ross Glover.</p> <p><u>Employees</u> Malcolm McPhail (C.E.O) Laura Barrie (Head of Active Communities) Stephanie Napier (PA to CEO)</p>
In Attendance O'Donnell Associates	Sarah Geoghegan and Clair Bryan
Apologies	Rhonda Leith – Head of Service (Connected Communities) David Hammond – Executive Director (Communities and Housing) Councillor John Sweeney (Vice Chairperson) Councillor Jim Montgomerie Councillor Ian Murdoch
MINUTES	
1. Apologies	
Please see above.	
2. Minutes of Meeting held on 29 August 2024	
The minutes of the meeting held on 29 August were approved.	
3. Matters Arising/Action Points	
There were no matters arising.	
4. Department Reports	
<p>Malcolm McPhail advised that any questions on the written Department reports should be directed to the Department Managers via email.</p> <p>Malcolm reported that as Lee Gillan was going to be out of the business for a period of time, the plan would be to continue working with Brian Wright to help produce figures and finalise the Annual Report. Malcolms added that it would be expected that Brian would be used in this area for at least the next two reporting periods.</p> <p>The Board engaged in a discussion on the clarity and effectiveness of the organisation's Key Performance Indicators (KPIs), emphasising the importance of accurate measurement and reporting, particularly in areas such as attendances within core delivery areas. It was agreed that a list detailing the explanation of each KPI would be provided to ensure a shared understanding of metrics and expectations across the Board.</p>	

Laura provided an update on ongoing efforts to enhance data integration and reporting through Power BI. She confirmed that the team is actively working on combining the narrative with data contained within the dashboard to improve clarity and impact. To support this, staff training on the Power BI platform is currently underway. Additionally, Laura outlined plans to rebuild the original data source spreadsheet to ensure full compatibility with Power BI, a critical step for effective and reliable data management.

The Board agreed to convene an Audit Committee meeting to advance these discussions.

5. Governance Review Findings – O'Donnell Associates

Sarah Geoghegan and Clair Bryan summarised the findings of the recent Governance Review exercise, detailing the approach and methods used to gather the relevant data/information. Sarah and Clair reported that their aim was to introduce the draft report and provide an overview of the top findings by way of a presentation, that would help guide the Board on how to read the report to avoid confusion. The full detailed version of the report would then be emailed to Directors who were advised to take a week to read over the high-level summary and detailed findings under each principle, with follow-up meeting sessions to be planned for questions and clarifications.

The presentation outlined compliance and structural recommendations, while the implications of the Charities Act necessitated updates to governance documents. Concerns were raised about the effectiveness of Board meetings, the need for a consistent decision-making framework, and the importance of conflict-of-interest procedures. It was suggested that priority areas should be identified; highlighted areas in the Report would likely fall under this category.

Sarah and Clair advised that the Board should start with the information currently available and build upon it to enhance reporting and oversee processes. It was recommended that the Board should carry out a comprehensive review of the Articles of Association and Charitable Purposes to ensure alignment with current activities and clarify the charity's mission.

A variety of the recommendations were discussed in more detail, such as:

- The suggestion that a Governance Committee should be engaged to facilitate and monitor the necessary changes and actions moving forward.
- The creation of a Board Strategy that will describe and identify the Board's purpose and responsibility in its role to deliver Health and Wellbeing in North Ayrshire.
- The requirement to engage with NAC to clarify the Partnership Agreement between the organisations, to gain a clear understanding of NAC's expectations and requirements for KAL and help to produce the Board Strategy.
- The scheduling of Committee meetings with the possibility of holding these prior to Board meetings to ensure that all papers are thoroughly reviewed and presented by the Committee Chairs, highlighting strategic issues that need Board attention.
- The recording of interests and declarations at the beginning of every meeting, with updates required annually to ensure transparency and accountability.

- The requirement to ensure that the Risk Register is actively reviewed and updated, particularly focusing on high-level risks that impact the organisation significantly. It was advised that the Risk Register should be a standing Item on the Board agenda.
- The need for more resources to facilitate change and improve governance, highlighting the importance of having a structured approach to resource allocation and the option of hiring a Governance Consultant/Manager to assist in the transition.
- Adding the Governance Review work as a standing Agenda item for future Board meetings, indicating a proactive approach to address the ongoing issues.

Sarah and Clair agreed to send out the draft report for review, allowing a week for feedback. They also planned to schedule meetings to discuss the findings and implementation strategies. Sarah indicated that the timeframe to complete the recommendations in the report would be three years, possibly extending to five years depending on if all areas were addressed. Sarah identified that there would be “quick wins” that could be implemented almost immediately for some areas within the report.

As requested by the Chairperson, the Directors provided feedback on the Governance Review Findings. The Directors agreed that the review had been an essential exercise and noted their awareness of the volume and complexity of the work involved to carry out the recommendations.

6. Wellbeing Alliance Update

Laura provided an update on the progress of the North Ayrshire Wellbeing Alliance, highlighting the delivery of a series of partner engagement events across all localities. These drop-ins and delivery pilot workshops are designed to strengthen relationships and build operational networks within the community, supporting the Alliance’s collaborative objectives.

Laura also shared insights from recent discussions with Malcolm regarding the challenges faced by the Alliance workstream, particularly the lack of resources and investment to support its sustainable growth. She noted that the allocated funding of £40,000, received in February this year, is insufficient to cover the scope and scale of the Alliance’s ambitions, underscoring the need for additional investment to ensure its long-term impact.

7. AOB

There was no other business.

8. Date of Next Meeting

The date of the next meeting is Thursday 28th November 2024.