

Minutes of Board Meeting held on 15th December 2022

Present –

Ashley Pringle (Chairperson), Councillor Jim Montgomery, Councillor John Sweeney, Councillor Jean Mcclung and Lorraine Tulloch.

In attendance –

Malcolm McPhail (Interim Chief Executive), 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) and Fiona Comrie (Health and Wellbeing Manager), Stephanie Napier (PA to CEO)

In attendance from North Ayrshire Council –

Rhona Arthur (Head of Service – Connected Communities)

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

The meeting started at 10.00am.

1. Apologies

Apologies were received from Anne Todd, Scott Morrison, Helen Campbell and Councillor Ian Murdoch.

2. Minutes of the meeting held on the 27th October 2022

The minutes of the meeting held on the 27th October were approved.

3. Matters arising.

There were no matters arising.

4. Annual Report

The Annual Report and Accounts 2021-2022 were presented to the Board by the Senior Finance and Support Officer.

The general reserves balance at 31st March 2022 is £982,329, this figure includes £766,000 asset in pension scheme assets and liabilities. The Company is an admitted body to Strathclyde Pension Fund. The investment reserves balance is £290,066 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 2020/21 to 2021/22 that have taken place.

Neil Morrison discussed the Audit Highlights Memorandum with the Board stressing the importance this year, in particular, of Going Concern. 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 2021-22.

5. Elected members presentation feedback and way forward

Malcolm gave a summary of the Elected Members Presentation, which was delivered on 1st December, and confirmed that slides will be made available to all Board members. Malcolm explained that the current Energy Crisis is a catastrophic issue which could have a larger impact than the recent COVID pandemic creating a possible £1.5 million deficit to the company.

The next steps will be to create a route map going forward with more in-depth conversations to be had in mid-January when the company is better advised on the upcoming Energy costs.

6. Any Other Business

Anne Todd asked for an update on the points raised at the previous Board meeting.

- **KPI's** – The Audit Committee met recently to discuss the new KPI's that will be submitted to the Board. Colin suggested that another Audit Committee meeting was arranged with the view to creating a KPI Dashboard.
- **Skills Matrix for Vice Chair** – Terry has produced an excellent matrix to aid in the recruitment of an individual with a comprehensive skills base. This will be sent to all Board members and individual or group meetings will be made available for further discussion if required. The Board also agreed that when recruiting it might be valuable to have a Board member with a background in Finance.
- **HSE Stress Indicator Tool** – The Survey was issued in December to roughly 300 employees with 120 responses received. The plan going forward is to hold Focus Groups with Sarah and the managers which will help to create an action plan/strategy going forward. Areas for improvement within the survey should be identified with a repeat Survey to be issued in March 2023 with hopefully an increased number of responses. Going forward a more formal report will be delivered to the Board. Some of the staff are currently completing a mental health qualification which will be a large support for the company.

7. Date of next meeting

The date of the next meeting is to be confirmed. The board requested that the full year's meeting dates were to be arranged in advance.