

Fife Sports and Leisure Trust

Record of the Meeting of the Board of Directors for Fife Sports and Leisure Trust held on Thursday 17th March 2016 in Cowdenbeath Leisure Centre, commencing at 3.30pm

Present: S Stewart (Chair)
J Rosiejak (JR)
R Campbell (RC)
L Erskine (LE)
A Callaghan (AC)
E Wallace (EW)
K Murphy (KM)

In Attendance: E Watson (CEO) Chief Executive Officer
W Watson (WW) Chief Operating Officer
G Rorrison (GR) Corporate Services Manager
L Turnbull (LT) Human Resources Manager
S Johnstone (SJ) Area Leisure Manager
M Rae (MR) Safety and Facilities Manager

ACTION

529. Welcome and Apologies

The Chair welcomed everyone to the meeting. Apologies were received from Annie Buchanan, Eileen Rowand, David Watt, Brian Goodall and Peter Lockhart.

530. Declaration of Interests

The Chair advised that RC has declared a conflict of interest in respect of a confidential matter. No other conflicts were declared.

531. Staff Presentation

The Chair welcomed SJ to the meeting and advised Directors that various staff would be invited to attend Board meetings in future to present details of the role they play in the operation of FSLT.

SJ provided Directors with details of her role as an Area Leisure Manager and referred to the Centres she is responsible for, the number of staff under her management and details of the challenges she faces. SJ also advised Directors of her career path to date and spoke of the various learning experiences she had encountered so far.

SJ provided details of the performance of the Centres under her control and of her plans to increase business in her cluster.

In response to Directors' questions SJ provided details of the methods used to establish the development needs of her staff and to the ongoing staff review process.

At the conclusion of the presentation the Chair thanked SJ for her participation and now looks forward to similar presentations from other staff. The CEO confirmed that another presentation will be made at the next meeting.

CEO

532. Minute of the Meeting held on 28th January 2016

The Minute of the meeting held on 28th January 2016 was accepted and the Chair authorised to sign it.

533. Matters Arising

509. The CEO confirmed that it had not been possible to achieve a Collective Agreement with the Trade Unions. The CEO also confirmed that he had written to the Trade Unions to advise them of the holiday payment arrangements. The CEO confirmed for Directors that the first payments had been made to staff in the March salaries.

522. The CEO advised that the matter of FSLT's Charging Policy would be considered by the Business Performance Committee on 21st April 2016.

WW

534. Chairman's Report

The Chair reported that since the January Board meeting he had held several telephone conversations on Company business with the CEO. The Chair advised Directors of the meeting held with Fife Council's Leader of the Administration where FSLT's concerns over the Company's Management Fee and Services Specification were discussed. The Chair was pleased to report that a further £150k is being provided to FSLT over the next three years to enable the continuation of the health and inequalities programmes and that further pockets of funding may be forthcoming. The Chair and Vice Chair confirmed their attendance at a Pre-Board meeting held with the CEO, GR and LT in attendance.

535. CEO's Report

The CEO provided Directors with details of the attendances at sport and leisure centres which indicate a 2% improvement on performance in 2014/15. The CEO specifically referred to strong performance in the Active Options and Fitness classes.

Directors were advised that following the introduction of the online booking portal, enabling customers the ability to book certain casual activities online, that over 18,000 bookings had been received to date. In order to facilitate further IT developments aimed at improving our customers' experience, four meetings have

been programmed with Fife Council's IT Service and XN Leisure to discuss FSLT's future requirements.

The CEO updated Directors of the current search for a replacement Independent Director. The CEO advised that three potential candidates for the vacancy had now been identified and it was his recommendation that these candidates now meet with the Appointments Committee to determine their suitability. Directors considered the composition of the Committee and agreed that the Chair, Vice Chair and the past Chair, supported by the CEO and GR, form the Appointments Committee. The CEO confirmed that he would arrange suitable dates and times for the Committee to meet.

CEO

The CEO advised that arrangements for the upcoming Board Development Day have been finalised. Stephen Phillips from Burness Paull and Helen Rorrison from Fife Voluntary Action would be in attendance to lead the sessions.

The CEO referred Directors to the Labour Administration's budget and advised that consideration may be made in the future to reviewing Trust arrangements in Fife. The CEO will keep Directors appraised.

CEO

The Chair and CEO reported that, following an open and robust tendering and evaluation process, new auditors for FSLT had been identified. The CEO advised Directors of the tender and evaluation process and that the exercise had been carried out in association with Fife Cultural Trust. The process had been managed by Fife Council's Procurement Service.

The CEO confirmed that the successful tenderer was Scott Moncrieff and Directors confirmed their approval of the appointment. The CEO further advised that in order to confirm the actual process for appointing auditors, Burness Paull would produce a set of guidance notes for use in the future.

CEO

(RC, having declared a conflict of interest, took no part in the discussions)

The CEO advised that FSLT's processes to appoint professional advisors, accountants and solicitors, will involve at least one Director in future.

CEO

536. Health and Safety Report

MR presented the report and provided Directors with amplification on its contents. The CEO confirmed that there were no health and safety issues to report to Directors.

MR updated Directors on developments on the East Sands Leisure Centre incident and of the work being carried out across Fife to ensure that similar incidents do not occur again in the future. MR referred to the changes to pool disinfection chemicals and to the changes to the associated dosing systems. MR confirmed that any costs involved in the changes were being dealt with by Fife Council.

MR updated Directors on the HSE's investigation which was now concluded and that they would advise MR on the outcome and of the next steps, if any. MR will keep Directors apprised of any developments.

MR

KM requested clarification on the removal of Child Protection from the Health and Safety Management Group and GR confirmed that FSLT has a Child Protection Steering Group established to oversee this subject and advised that it meets at regular intervals throughout the year.

The Chair thanked MR for his report and advised Directors that he had a concern that the health and safety visits by Directors appeared to have stopped and requested that these now receive a higher priority and that visits are recommended. **The Chair asked if any Directors were not happy to participate in the visit programme and no negative views were expressed. The Chair asked that the CEO arrange visits for himself and the Vice-Chair to undertake.**

CEO

The CEO will arrange for meetings to be arranged for Directors to visit facilities and Directors were asked to supply available dates and times to the CEO's Personal Assistant. Directors not present at the meeting will be contacted to ascertain their availability also.

Directors discussed the visits' format and the CEO suggested various options. The CEO advised that this would be an agenda item at the next Corporate Health and Safety meeting attended by the EMT and MR. Directors will be advised of the future structure of the visits in due course.

CEO

RC suggested that carrying out the visits in pairs should be an option to be considered.

Directors:

Noted the Report.

537. Draft Revenue Budget 2016/17

The CEO presented the draft budget for 2016/17 and advised that it had received scrutiny by the Audit, Finance and Compliance Committee at its meeting on 8th March 2016.

The CEO referred to the projected deficit for the 2016/17 financial year and advised Directors that the budget included items of expenditure covering equipment purchases, replacement gym equipment and other costs associated with projects aimed at sustaining FSLT's viability in the future.

The CEO updated Directors of the discussions on the budget at the Audit, Finance and Compliance Committee and of their request that the EMT review the contents of the budget and bring to the Committee a range of options, accompanied by their associated risks, for scrutiny and consideration. Directors of the Committee then suggested that a finalised menu of options is submitted for the Board to consider. The CEO advised that preliminary work on this topic had begun and that a meeting with the wider management team was programmed for early April to enable options from the operational aspect of the business to be considered.

Directors were updated that a meeting is being held with Fife Council's Head of Area Services to begin a review of the Services Specification and the CEO will keep Directors apprised of any developments.

CEO

Directors considered the report and confirmed that the use of reserves to support the Company's operations in the future is unsustainable and advised that every effort should be made to reduce any potential deficit. Directors confirmed their agreement to the review of the Services Specification.

Directors:

(a) Noted the Report.

(b) Approved the 2016/17 Revenue Budget subject to work continuing to develop a range of savings options.

538. Corporate Social Responsibility Report (CSR)

GR introduced the report and provided Directors with the background to its development. GR referred specifically to work undertaken in the development of the Organisation Improvement Plan which is built on the EFQM methodology.

GR referred to his research into CSR and suggested three areas of consideration for FSLT. The themes suggested were: Environmental, Ethical Labour Practices and Philanthropy. As FSLT is already working on its environmental approach through the recent adoption of the Environmental Policy and that all labour practices are dictated by legislation and are therefore considered to be ethical, the conclusion is that philanthropy is an area which

FSLT could be involved in. GR presented suggestions on the processes involved for Directors' consideration.

LE confirmed her agreement to FSLT's input into CSR and suggested that local groups/charitable bodies would be appropriate partners. KM also expressed his preference for this approach and suggested other areas of involvement.

Directors concurred with the approach suggested and remitted to Officers to embed CSR within FSLT and to bring back to Directors suggested partners to be considered as the Nominated Charity.

Directors considered a range of methods open to them to evaluate who would become the Nominated Charity.

Directors:

(a) Noted the Report.

(b) Approved the adoption of Corporate Social Responsibility within FSLT.

(c) Remitted to the CEO to make the necessary arrangements to embed CSR within FSLT.

CEO

539. Committee Business Report

The CEO presented the report and referred Directors to the Minutes of the Audit, Finance and Compliance Committee and to the Human Resources Committee.

540. Date of Next Meeting

The next meeting of the Board of Directors will be held on Thursday 9th June 2016 in Carnegie Leisure Centre, commencing at 3.30pm.

Signed _____

Date _____

Chair