

Fife Sports and Leisure Trust

Record of the Meeting of the Board of Directors for Fife Sports and Leisure Trust held on Thursday 9th June 2016, in Carnegie Leisure Centre, commencing at 3.30pm

Present: J Rosiejak (Vice Chair)
E Wallace (EW)
A Buchanan (AB)
R Campbell (RC)
A Callaghan (AC)
E Rowand (ER)
B Goodall (BG)

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
V Wyse (VW) Company Accountant
A Reid (AR) Area Leisure Manager

ACTION

541. Welcome and Apologies

In the Chair's absence the Vice Chair welcomed everyone to the meeting and introduced ER to her first Board meeting. The Vice Chair agreed to Chair the meeting. Apologies were received from Stephen Stewart, David Watt, Linda Erskine and Kenny Murphy. The Vice Chair extended a welcome to AR, Area Leisure Manager.

542. Declaration of Interests

There were no conflicts of interest declared.

543. Staff Presentation

The Vice Chair reminded Directors of the background to these presentations.

AR provided Directors with some background personal information and went on to describe his career progression from a Youth Training Scheme participant to his role as an Area Leisure Manager. AR described the Centres he has worked in and his current cluster of facilities. AR referred to his present role and duties and updated Directors on the attendance levels in each of his facilities. AR also gave Directors some insight into the challenges he faces in his cluster over the coming years. AR gave Directors details on some developments in his area referring to work with Fife Council's Sports Development Team and to alterations and additions which had been made to facilities.

On behalf of the Board of Directors the Vice Chair thanked AR for his attendance and for the informative presentation.

544. Minute of the Meeting held on 17th March 2016

The Minute of the meeting held on 17th March 2016 was accepted and the Vice Chair authorised to sign it.

545. Matters Arising

535. The CEO confirmed that the Board Development Day will be programmed for the Autumn. **CEO**

536. The CEO advised Directors that the HSE had notified FSLT that no action would be taken against the Company in respect of the East Sands Leisure Centre incident. Directors welcomed this information and asked that MR and his team's input into the investigation and their professionalism is recognised and the CEO agreed to pass this on to MR. **CEO**

537. The CEO confirmed that the meeting with Fife Council's Head of Area Services had taken place. A further meeting is planned for 13th June 2016 and Directors will be updated on discussions. **CEO**

538. The CEO advised that the EMT were working on developing Corporate Social Responsibility (CSR) within FSLT. Information will be brought to Directors in due course. **EMT**

546. Chairman's Report

In the absence of the Chair no report was presented. However, the Vice Chair confirmed that the Chair and Vice Chair had recently carried out a Health and Safety visit to Carnegie Leisure Centre.

547. CEO's Report

The CEO updated Directors on the court case involving an ex-employee. The CEO advised that in the event of FSLT receiving any media enquiries a statement from FSLT had been prepared.

The CEO advised that 10 FOI enquiries had been received on the subject and these had all received the necessary attention.

The CEO will keep Directors updated on the matter. **CEO**

The CEO presented the report and referred Directors to the content of the EMT Work Plan for 2015/16 which showed significant results in delivering FSLT's Corporate Strategy 2014/17. The CEO made specific reference to attendances at Centres which showed a 2.4% increase despite the closure of Bowhill Swimming Pool for a considerable period.

The CEO advised that during the 2015/16 year FSLT had

successfully attained Investors in People Silver Category accreditation, along with a number of 3 and 4 star accreditations from Visit Scotland.

AB congratulated the EMT on the completion rate attached to the Work Plan and requested information on complaints received by FSLT. GR and WW advised of the types received and the processes involved in resolving complaints.

AB sought details of any customer research carried out and GR and WW updated Directors on the two yearly customer survey and of the intention to carry out interim “Pulse” surveys to gauge customers’ views on FSLT throughout the year.

Directors requested that the CEO pass on the Board’s appreciation for the staff’s hard work in 2015/16 in delivering the Company’s results.

Directors noted the report.

The CEO referred to the Review of Trusts’ Model brief which was presented for Directors’ information. The CEO confirmed that Fife Council is seeking to appoint a consultant to carry out the review and advised that FSLT has sought assurances that the Board of Directors will be given the opportunity to put FSLT’s views forward.

CEO

BG suggested that FSLT adopt a proactive approach to the review and seek to have the positive benefits FSLT brings to be recognised in any review. Directors echoed this view and asked the CEO to keep the Board apprised of developments.

CEO

548. Finance Report

VW presented the report and advised Directors that it had received scrutiny from the Audit, Finance and Compliance Committee on 31st May 2015/16. VW advised Directors that the figures in the report are subject to audit by the Company’s external auditors.

VW guided Directors through the report and made specific reference to the projected surplus for the year and to the income and expenditure performance of FSLT.

Directors welcomed the report and sought clarification of elements to which VW provided the relevant information.

EW reminded Directors that to sustain and develop the business going forward, investment into facilities and services should continue to receive attention. The CEO confirmed that despite the challenges FSLT was facing, investment would continue to receive a high level of priority.

BG updated Directors on the review process for Fife Council's Capital Plan and advised that efforts should be made by FSLT to influence the inclusion of funding for sports and leisure facilities.

CEO

The Board of Directors noted the report.

549. Budget Savings Report

The CEO presented the report and advised that the report had received scrutiny from the Audit, Finance and Compliance Committee on 31st May 2016. The CEO confirmed the process involved in arriving at the savings options and to the remit from the Board to develop the programme.

The CEO advised that the options contained in Appendix 1 were already under way as the EMT considered that these were issues of good practice which FSLT should be dealing with as a matter of course. The CEO made reference to the initial reduction to the projected deficit from £647,000 to £357,000 as a result of the removal of certain proposed projects in the 2016/17 year.

The CEO provided details of each proposal in Appendix 2 and described Officers' reasoning behind each.

BG and AB suggested that certain options in Appendix 2 should be brought forward to the 2016/17 year and the CEO will review these options.

CEO

Directors:

(a) Noted and commented on the report.

(b) Noted the proposals in Appendix 1 and remitted to the CEO to bring regular progress to the Board of Directors accompanied by further details concerning progress made, timescales and financial information.

(c) Considered and commented on the range of options outlined in Appendix 2 of the report.

(d) Remitted to the CEO to carry out further work to produce detailed options appraisals including financial implications for the 2017/19 options and to bring a further report to the Audit, Finance and Compliance Committee

550. Appointment of Independent Director Report

The Vice Chair presented the report and provided Directors with details of the process which had been implemented in the recruitment and selection of an appropriate candidate who could be recommended to Fife Council to fill the current Independent

vacancy on the Board.

The Vice Chair confirmed the unanimous endorsement of the Board. RC confirmed that the selected individual was an excellent candidate and would be a benefit to FSLT.

Directors:

(a) Endorsed the recommendation of Carolyn McDonald as an Independent Director.

(b) Remitted to the Company Secretary to contact Fife Council to recommend that Carolyn McDonald is appointed as an Independent Director.

GR

551. Directors' Handbook Report

GR presented the report and reminded Directors that this document has been in existence with FSLT since 2009. GR referred to the recent changes to the Committee structure which had necessitated a review of the Handbook.

RC made observations on a couple of wording elements and GR agreed to review these.

GR

Subject to the minor wording amendments Directors:

(a) Noted and commented on the report.

(b) Noted and commented on the Directors' Handbook.

(c) Approved the Directors Handbook and remitted to the CEO to arrange for copies to be circulated to all Company Directors and the Executive Management Team.

CEO

552. Committee Business Report

The CEO introduced the report and provided Directors with brief information on the business of each Committee. Each Committee Chair provided more in-depth details of the subjects concerned.

The CEO referred to the Minute of the HR Committee and to the Audit, Finance and Compliance Committee where a reviewed Early Retirement Policy and a reviewed LGPS Discretionary Policy were considered.

Directors:

(a) Noted the reviewed policies and approved their implementation within FSLT.

Directors were updated on other aspects of work which had been reported to the Committees.

Directors:

(a) Noted the items of business and the Minutes of each Committee Meeting.

553. AGM Arrangements 2016 Report

GR presented the report highlighting the arrangements for the AGM to consider the Annual Report and Accounts for 2015/16.

Directors noted that three Directors are due to stand down at the end of the AGM. GR intends to establish the intentions of each Director in advance of the AGM.

GR

Directors:

(a) Noted the contents of the report.

(b) Remitted to the CEO to make the necessary arrangements to hold the AGM on 6th October 2016 and to advise Fife Council that a Sole Member's representative's attendance is necessary.

CEO

554. Date of Next Meeting

The next meeting of the Board of Directors will be held on Thursday 11th August 2016 in the Lecture Room, Music Institute, Dunfermline, commencing at 3.30pm.

Signed _____

Date _____

Chair