

Fife Sports and Leisure Trust

Record of the Meeting of the Board of Directors for Fife Sports and Leisure Trust held on
Thursday 22nd March 2018 at 3.30pm in Cowdenbeath Leisure Centre

Present: R Campbell (Chair)
E Wallace (EW)
C McDonald (CMcD)
J Hamilton (JH)
D Watt (DW)
K Caldwell (KC)
D Lothian (DL)
T Norris (TN)
N Mitchell (NM)
A Suttie (AS)
N Crooks (NE)

In Attendance: E Watson (CEO) Chief Executive Officer
W Watson (WW) Chief Operating Officer
L Turnbull (LT) Human Resources Manager
V Wyse (VW) Head of Finance & Business Development
R Adamson (RA) Business Improvement Manager
C Bowman (CB) Personal Assistant (Minutes)

ACTION

671. Welcome and Apologies

The Chair thanked everyone for attending the meeting and extended a welcome to Neil Crooks as Partner Director, replacing Ross Paterson who resigned from the Board in February. The Chair wished to record the Board's thanks and appreciation to Ross for his contribution as a Board member.

There were no apologies received.

672. Declaration of Interests

There were no conflicts of interest declared.

673. Child Protection Presentation

RA presented Directors with an overview of the Trust's Child Protection and Multi Agency Public Protection Arrangements (MAPPA).

RA provided details of the reporting system within FSLT and the procedures followed to safeguard children and vulnerable adults using the centres. Directors were advised that child protection training is compulsory for all staff employed by the Trust and is renewed every three years.

RA provided explanations to questions from Directors concerning monitoring access, staff involvement, the use of photographic equipment/mobile phones and police/social work reporting.

The Chair thanked RA for his presentation and RA left the meeting.

674. Minute of the Meeting held on 1st February 2018

The Minute of the meeting held on 1st February 2018 was approved and the Chair was authorised to sign it.

675. Matters Arising

662. Opening of the Indoor Football Centre, Glenrothes

The CEO advised that the indoor football centre at the Michael Woods Sports and Leisure Centre in Glenrothes has not yet opened due to a problem with the fire alarm system. The contractors are addressing this issue and once this is fixed FSLT will take control of the centre.

Investment Initiatives at Dalgety Bay Sports and Leisure Centre and Levenmouth Swimming Pool and Sports Centre

The CEO reported that work is continuing with the planning arrangements which will see the delivery of upgraded gyms and fitness suites at the respective centres.

666. Board Away Day – Reflections

The CEO reported that himself and the Chair had recently met with Mike Willis, Head of Board Development with the Institute of Directors for Scotland, to discuss proposals for a FSLT Board Development Programme. To ensure good practice this project may require to be subjected to a tendering process with the support of Fife Council's Procurement Service.

The CEO agreed to provide NC with a copy of the programme and literature from the Away Day held in November 2017.

CEO

676. Chairman's Report

The Chair reported that he had recently met with the CEO and Stephen Stewart to discuss financial matters and these would be covered later in the meeting.

677. CEO's Report

The CEO updated Directors on the following topics:

1. Attendances to the end of February 2018

Overall attendances have decreased by 2.73% compared to the same period last year. This is mainly due to the continued closure of the children's pool at Carnegie Leisure Centre in Dunfermline, the recent adverse weather, the reduction in the opening hours at the Beacon Leisure Centre in Burntisland, the opening of PureGym in Dunfermline and a drop in dryside attendances at various venues. Directors noted this is the first time in 10 years where attendances are forecasted to drop at the end of the financial year.

Directors agreed that a claim for loss of income from the closure of the children's pool should be submitted to Fife Council and remitted to the Chief Executive to proceed with this.

CEO

Directors discussed at length the way in which FSLT collects customer data and how to target specific customers. It was agreed to discuss this further at the next meeting of the Business Improvement Committee.

Further discussion took place regarding fees and charges and FSLT's competitors, including Fife Council's Community Use of Schools. Directors were advised of work currently taking place to collate charging data as part of a wider review of the company's charging policy. This will be another agenda item for the next meeting of the Business Improvement Committee.

WW

2. Fife Council's Sports Development and Health & Physical Activity Teams

The CEO and WW have met with Fife Council Officers on two occasions since the last Board Meeting to discuss opportunities and benefits for the transfer of Council Services to FSLT - these excluding the proposed merger of Fife Golf Trust with FSLT. A further report will be given to the Board when new information becomes available.

3. PureGym

Work continues with the planning and delivery of campaigns to promote the Leisure Active membership scheme.

4. Corporate Strategy 3rd Quarter Performance Report

A progress report for the 3rd Quarter of the financial year outlining the strategic priorities and desired outcomes set against the Corporate Strategy 2017/20 was provided for Directors' information.

5. Crèche Update

Directors were advised of the work which is currently taking place in connection with the review of the crèche services. Attendances continue to decline and discussions with Fife Council remain ongoing. Directors noted the content of a Change Control Agreement Request which has now been submitted to the Council. Directors sought clarification on a number of points and it was agreed that further financial information would be given to the Board.

6. Employment Tribunal Case

Directors were updated on the ongoing Employment Tribunal case and the work being undertaken by the Company's legal firm.

7. Health and Safety

There were no health and safety issues to report.

Directors noted the CEO's report.

678. Revenue Budget 2018/19 Report

The CEO provided background information in relation to previous Board Meetings when the subject of the Company's finances had been considered by Directors. VW presented the report and provided detailed background on the financial planning work undertaken to date. VW also advised that existing budgets continue to be reviewed.

Following consideration of the report the Board agreed not to approve the budget until further discussion has taken place with Fife Council.

It was agreed that the Chair would write to Fife Council's Executive Director for Communities and seek an urgent meeting and that a further report would be brought back to the Board in June 2018.

Chair

679. Fife Golf Trust (FGT) Merger Proposal – Briefing Note

The CEO advised Directors that since the last Board Meeting an appraisal exercise had taken place between senior Fife Council Officers and representatives from FSLT and FGT. The outcome of the exercise suggested that the most cost-effective option would be the integration of FGT into FSLT but only if this were reflected in the Management Fee. Any decision to merge the Trusts would have to be approved by both Trust Boards.

During consideration of this matter NC advised that Fife Council's Administration has agreed to the merger although this contradicts information previously given to FSLT from senior Officers within the

Chair

Council. The Chair agreed to raise this matter at the forthcoming meeting with the Council's Executive Director of Communities.

Directors noted the Briefing Note.

680. Committee Business Report

The CEO referred to a recent meeting of the Human Resources Committee and the Minute attached for Directors' perusal. At the request of the CEO the Board approved a Redeployment Procedure Report which had previously been considered and endorsed by the Committee.

681. Data Protection – Verbal Report

VW informed Directors that as from 25th May 2018 FSLT must ensure that all processing of personal data complies with the General Data Protection Regulation (GDPR). VW advised that a meeting has taken place with Officers from Fife Council to ensure compliance with the regulations and that work is due to commence with the production of a GDPR Plan for the Company. This will include a training plan for staff and an amendment/update to the Company's Business Risk Register. It was agreed that VW would give a further update at the Board Meeting on 21st June 2018.

VW

VW

682. Date of Next Meeting

The next meeting of the Board will take place on Thursday 21st June 2018 commencing at 3.30pm in St Andrews. Venue details will be provided prior to the meeting.

Signed _____
Chair

Date _____