

## **Fife Sports and Leisure Trust**

Record of the Special Meeting of the Board of Directors for Fife Sports and Leisure Trust  
held on Tuesday 23<sup>rd</sup> May 2017 at 2.30pm in Rothes Halls, Glenrothes

Present: S Stewart (Chair)  
E Wallace (EW)  
C McDonald (CMcD)  
R Campbell (RC)  
J Hamilton (JH)  
N Mitchell (NM)

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  
S Urquhart (SU) Operations Manager  
C Bowman (CB) Personal Assistant (Minutes)

### **ACTION**

#### **615. Welcome and Apologies**

The Chair thanked everyone for attending the meeting and extended a warm welcome to Jeph Hamilton and Neil Mitchell on attending their first Board Meeting as Directors. No apologies were received.

The Chair informed Directors that Eileen Rowand had advised the CEO of her intention to resign from the Board with immediate effect due to conflicting interests. The CEO advised that Fife Council will assign new Partner Directors to the Trust mid-June and it is anticipated that they will attend the FSLT Board meeting in August.

#### **616. Financial Planning Report**

The CEO presented the report which highlighted details of the Services Agreement between FSLT and Fife Council and described the work which has been undertaken to manage the reduction in the Management Fee since 2008/09.

VW provided Directors with an overview of the figures within the Management Fee Reconciliation. Directors noted that FSLT has already made £2.4m efficiency savings despite the closure of Carnegie Leisure Centre for three years and the opening of two new centres. Directors also noted the information about the uplift in fees and charges.

VW also provided Directors with details on the setting of fees and charges by FSLT and of the mechanism used by Fife Council to calculate the “uplift” in the fees and charges in the Management Fee.

VW advised of the Consumer Price Index (CPI) +1% calculation used at present.

Directors were advised that Fife Council has confirmed to pay the budget shortfall for the Scottish Local Government Living Wage. No decision from Fife Council as yet on the Apprenticeship levy and the need to save £1m to meet target.

The CEO referred to Performance Benchmarking which provided a snapshot of the Trust's performance since it began in 2008 and the list of efficiency savings made by the Trust since 2010. Directors were advised that the information presented within the report clearly demonstrates increases in performance over the years together with proactive action being taken by the EMT and the Board to manage the reduction of the Management Fee.

RC asked for clarification on when the Reserves fund. The CEO referred to the Revenue Budget Report which was presented at the March Board Meeting. VW agreed to review the position and to produce forecasted figures and dates for Directors to consider. GR reminded Directors of the terms of the Services Agreement between FSLT and Fife Council.

**VW**

SU informed Directors that everything possible had been done at sport and leisure centres to reduce costs with minimum reduction to frontline services. Staffing levels at centres are now at a bare minimum but in line with health and safety limits. It was noted that increased competition from new gyms will also pose a threat to FSLT's ability to generate income.

Following consideration of the report, and in particular the potential financial consequences to FSLT, the Board of Directors agreed that the Chair and CEO should meet with Mike Enston, Fife Council's Executive Director for Communities, and in doing so:

- (a) Seek clarification on the future level of service provision which Fife Council requires FSLT to deliver on behalf of the local authority.
- (b) Submit a formal request to Fife Council to reconsider the level of the Management Fee to be paid to FSLT in respect of the services which FSLT is required to deliver, in accordance with the Services Agreement.
- (c) Remit to the Chair and CEO to bring further reports back to the Board.

**CEO**

## **617. Appointment of Chair and Vice Chair**

The CEO advised Directors that the position of Vice Chair requires to be filled following Joe Rosiejak's departure from the Board and

Directors were reminded of the protocol for appointing a Chair and Vice Chair. The Chair proposed that RC should be appointed and at that point RC left the meeting whilst Directors discussed his proposal. No other expressions of interest were received and it was unanimously agreed that RC was the best experienced Director to fulfil the role. RC confirmed his acceptance of the position.

The CEO and GR advised that the Chair is due to stand down as a Director at the AGM in September 2017 and has confirmed that he wishes to remain on the Board subject to approval from the sole member. The Chair also advised that he would be happy to continue in this office after the AGM in September 2017. At that point the Chair left the meeting. Directors were reminded that only Independent Directors can hold the office of Chair. Directors were asked to consider their intentions relating to the appointment of a new Chair and no expressions of interest were given. The position was then offered to the Chair who accepted.

The Board of Directors:

- (a) Agreed to appoint Ritchie Campbell as Vice Chair.
- (b) Agreed to appoint Stephen Stewart as Chair at the Board Meeting following the AGM in September 2017.
- (c) Remitted to the Company Secretary to amend the Company records.

#### **618. AOB**

WW informed Directors that a yearly sum of £3k is paid by FSLT to the Olympiad and that formal approval was being sought for this payment in 2017. Directors agreed to approve the payment.

#### **618. Date of Next Meeting**

Thursday 22<sup>nd</sup> June 2017 commencing at 3.30pm in the Lecture Room, Music Institute, Dunfermline.

Signed \_\_\_\_\_  
Chair

Date \_\_\_\_\_