

## **Fife Sports and Leisure Trust**

Record of the Meeting of the Board of Directors for Fife Sports and Leisure Trust held on Thursday 1<sup>st</sup> February 2018 at 3.30pm, Music Institute, East Port, Dunfermline

Present:	S Stewart	(Chair)	
	R Campbell	(Vice Chair)	
	E Wallace	(EW)	
	C McDonald	(CMcD)	
	J Hamilton	(JH)	
	D Watt	(DW)	
	K Caldwell	(KC)	
	D Lothian	(DL)	
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
	C Bowman	(CB)	Personal Assistant (Minutes)

### **ACTION**

#### **657. Welcome and Apologies**

The Chair welcomed everyone to the meeting.

Apologies were received from Tom Norris (TN), Neil Mitchell (NM), Ross Paterson (RP) and Alistair Suttie (AS).

#### **658. Declaration of Interests**

There were no conflicts of interest declared.

#### **659. Minute of the Meeting held on 30<sup>th</sup> November 2017**

The Minute of the meeting held on 30<sup>th</sup> November 2017 was approved and the Vice Chair was authorised to sign it.

#### **660. Matters Arising**

The CEO reported that following the last Board Meeting he had conducted research into the legacy of the Glasgow Commonwealth Games in 2012 and had sourced various media articles which documented a number of Government reviews on the participation rates of sport and physical activity in Scotland since the Games. While some reports suggested stagnation in participation, Directors were reminded of FSLT's continued growth in attendances since the Company was established in 2008.

## **661. Chairman's Report**

The Chair reported that since the last Board Meeting himself, Vice Chair, CEO and WW had met with Senior Officers from Fife Council to discuss the proposed merger of the Fife Golf Trust (FGT). A note of that meeting along with other developments/key actions were tabled for Directors' information and consideration.

Directors were advised that a subsequent meeting had taken place with Council officials and representatives of FSLT and FGT to discuss a strategy for taking forward an options appraisal exercise. This exercise will take the format of a SWOT analysis of each of the options and identification of the risks/challenges and major issues for each one. The Chair advised that the CEO would bring a further report back to the Board at the meeting on 22<sup>nd</sup> March 2018.

**CEO**

During this discussion CMcD enquired if a merger of the Council's Sports Development and Physical Activity Teams to FSLT was also an option under consideration. The CEO advised this was not one of the options previously discussed with Council officials. Following consideration of this matter the CEO was asked to write to Fife Council to enquire if this was a feasible option which the local authority would wish to consider.

**CEO**

Directors noted the content of the Chair's report.

## **662. CEO's Report**

The CEO updated Directors on the following topics:

- **OSCR Charity's online reporting for 2016/17**

Directors noted the online report for FSLT for the financial year 2016/17. It was agreed that VW would provide Directors with a similar report for FGT.

**VW**

- **Attendances to the period 31<sup>st</sup> December 2017**

Overall attendances continue to remain down for Q1, Q2 and Q3 compared to the same period in 2017. This is attributed to a number of reasons mainly arising from reductions across wetside, dryside and outdoor activities. It was noted that the Over 60s category had an increase of 6.50%.

- **Opening of the Indoor Football Centre**

Fife Council has asked FSLT to manage and operate the new indoor football arena which is located next to the Michael Woods

Sports and Leisure Centre and the contractors are due to hand over the facility at the end of March. Directors are welcome to visit the arena once it is operational.

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

Fife Council's Communities and Housing Services Committee at its meeting on 25<sup>th</sup> January 2018 approved investments in Dalgety Bay Sports and Leisure Centre and the Levenmouth Swimming Pool and Sports Centre. Further updates will be provided to the Board.

CEO

- **Corporate Strategy – Quarterly Reporting of Q1 and Q2**

The reports set out progress to date on the Trust's achievements in fulfilling its strategic priorities. The CEO will continue to report back progress to the Board.

CEO

- **10 Year Commemorative Brochure**

A Working group of 10 staff has been set up to mark the Trust's 10<sup>th</sup> anniversary in April this year. The first meeting is scheduled for mid-February.

- **Health and Safety**

There were no health and safety issues to report.

- **Business Improvement Session – Review of FSLT's Brand**

A strategic review day was held with the wider management team on 15<sup>th</sup> January 2018 to explore ways of improving the Trust's branding to better reflect the Trust's Vision and Mission. Further meetings will be held to progress this and further reports will be brought back to the Business Performance Committee.

CEO

- **Employment Tribunal Case**

LT advised Directors that a recent Appeal Against Dismissal case has now been presented to the Employment Tribunal.

The Board noted the CEO's report.

## **663. Finance Report**

VW presented the report which informed Directors of the management accounts for the period to 31<sup>st</sup> December 2017, revenue and cash flow projections to 31<sup>st</sup> March 2018 and statement of debtors outstanding as at 16<sup>th</sup> January 2018 all of which were

considered by the Audit, Finance and Compliance Committee at a meeting on 23<sup>rd</sup> January 2018. VW advised that the outturn figures have not changed significantly since the last report to the Board in November 2017.

VW provided details of the current income and expenditure projections and also provided answers to questions from Directors regarding the balance sheet, monitoring projections for 2017/18 and cash flow projections. She advised Directors that Fife Council continue to successfully pursue outstanding debts on behalf of the Trust.

RC enquired if there was a possibility of claiming for the loss of income from Fife Council during the closure of the children's pool at Carnegie Leisure Centre and the negative impact on the rest of the centre. The CEO confirmed that requests for financial compensation would be submitted to the Council at the appropriate time.

Board noted the content of the report.

**CEO**

#### **664. Revenue Budget 2018/19 Update**

VW presented a spreadsheet on potential savings required from FSLT based on a range of fee scenarios for the period 2018/19, 2019/20 and 2020/21. Each of the scenarios took account of an assumption of a Management Fee to be given to FSLT with potential surplus and deficit figures. Reserve balance at the end of the year for each scenario was also presented.

Directors were advised that the matter of the level of Management Fee remains uncertain with further dialogue taking place with Council officials. The position will become clearer once Fife Council sets its budget on 22<sup>nd</sup> February 2018.

VW advised that a Revenue Budget Report will be presented to the Board for consideration and approval at a meeting on 22<sup>nd</sup> March 2018.

**VW**

Directors noted the position.

#### **665. Committee Business Report**

The CEO referred to the recent meetings of the Audit, Finance and Compliance Committee and the Business Performance Committee. Both Chairs acknowledged the progress and good work of the Committees.

Directors noted the content of the report.

**666. Board Away Day - Reflections**

The Chair and CEO referred to the Board Away Day held on 16<sup>th</sup> November 2017 in St Andrews and Directors considered a discussion paper setting out a number of potential Board development initiatives for the future. Following discussion it was agreed that the CEO would make contact with Mike Willis from the Institute of Directors Scotland to ascertain potential development activities for the FSLT Board. .

**CEO**

**667. Date of Next Meeting**

The next meeting of the Board will take place on Thursday 22<sup>nd</sup> March 2018 commencing at 3.30pm in the Corporate Training Room, Cowdenbeath Leisure Centre.

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

Date \_\_\_\_\_