

Fife Sports and Leisure Trust

Record of the Meeting of the Board of Directors for Fife Sports and Leisure Trust held on Thursday 29th November 2018 at 3.30pm in the offices of Fife Voluntary Action, Craig Mitchell House, Flemington Road, Glenrothes

Present: R Campbell (Chair)
J Hamilton (JH)
K Caldwell (KC)
N Mitchell (NM)
A Suttie (AS)
D Lothian (DL)
D Watt (DW)
C McDonald (CMcD)
N Crooks (NC)

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
S Aldred (SA) Company Accountant
S Urquhart (SU) Operations Manager
C Bowman (CB) Personal Assistant (Minutes)

ACTION

727. Welcome and Apologies

The Chair welcomed everyone to the meeting. Apologies were received from Tom Norris, Linda Erskine and Ed Wallace.

728. Declaration of Interests

The Chair asked Partner Directors to consider carefully their declaration of Interest, particularly in relation to Item No.7. There were no conflicts of interest declared.

729. Minute of the Meeting held on 27th September 2018

The Minute of the Board Meeting held on 27th September 2018, Chaired by Ed Wallace, was approved and the Chair was authorised to sign it. RC thanked EW for Chairing the meeting in his absence.

730. Matters Arising

720.1 Appointment of Vice Chair

The CEO advised Directors that the Nominations Committee is scheduled to meet on 18th December 2018 to consider the appointment of Vice Chair. The outcome will be

communicated to Directors at the Board meeting to be held in January 2019.

CEO

720.4 Health & Wellbeing Strategy 2018/20

The CEO advised Directors that a presentation by the Health and Wellbeing Manager will be delivered to Directors at the January Board meeting.

721. Fraud Investigation

Directors were given a brief update on the investigation with a final report being given once the matter has been completed.

LT

731. Chair's Report

The Chair reported that since the last Board Meeting he had met with the CEO on several occasions to discuss various items of Board business and these topics will be covered later in the agenda. He also reported that he attended a meeting with Fife Council's Co-Leader and members of the Administration to discuss the Management Fee. He also attended a meeting of FSLT's Human Resources Committee.

732. CEO's Report

The CEO updated Directors on the following topics:

1. Operations Update

The CEO reported that Phase 1 of the £1.4m investment by Fife Council in Levenmouth Swimming Pool and Sports Centre will be completed by the end of January 2019, with the second phase due for hand back to the Trust by the end of March 2019.

The upgrading project at Dalgety Bay Sports and Leisure Centre is now complete with a number of minor snagging issues to be resolved. Attendances and Leisure Active memberships have picked up since the refurbishment took place.

2. Sporta Annual Conference Update

The CEO updated Directors on a recent Sporta Conference held in Perth attended by members of the Executive Management Team and the Health and Wellbeing Manager. He advised that Sporta is re-branding to "Community Leisure UK" and will continue to engage with sport and leisure Trusts within Scotland.

3. Waterstone Crook Sports Centre

The CEO reported that he has received a request from Councillor Johnny Tepp, Councillor for Tay Bridgehead, for FSLT to consider the possibility of the local communities in Newport-on-Tay and Wormit taking over the management and development of the Centre. Fife Council has also received the same request. The CEO advised that a further report would be provided to the Board at a future meeting.

Directors noted the CEO's update.

733. Management Fee/Business Plan Update

Directors were provided with an update on a meeting held with members of the Administration and Council Officers on 14th November 2018. The Chair advised that following the meeting he had written to the Co-Leaders to outline FSLT's understanding of the matters discussed and the outcomes.

The CEO referred to an email he received from Fife Council's Communities and Neighbourhoods Community Manager for Development which was previously circulated to Directors. The email outlined discussion points for a further meeting with Fife Council on 19th December 2018. The email also stated that Fife Council was keen to consider alternative operating models across the wider sports and leisure provision, however these alternatives were not detailed.

Directors received a presentation from SU on proposals for FSLT to achieve a sustainable future. SU explained the rationale behind the proposal and provided details on its content along with timescales and implications. Directors were also advised of further meetings with Council Officers and members of the Administration. Following consideration of the matter Directors remitted to the CEO to take the proposal forward to Fife Council as part of negotiations for a sustainable funding package. It was also remitted to the CEO to seek further advice from the Company solicitors in relation to the Services Agreement and the implementation process for any changes.

CEO

734. Charitable Objects Report

The CEO presented a report which informed Directors of work undertaken to ensure that the company continues to operate within its current charitable objects and fulfils the public benefit test as set out in the Guidance and Good Practice Guide for Charity Trustees issued by the Office of the Scottish Regulator (OSCR). Following consideration of the report Directors were satisfied that they were fulfilling their governance obligations.

735. Finance Report

SA presented the report which was considered by the Audit, Finance and Compliance Committee at a meeting on 22nd November 2018. The report outlined the income projections for the year.

SA and VW provided explanations to Directors' questions in relation to the information provided within the report appendices.

Following consideration of the report Directors noted the position.

736. Corporate Branding Report

The CEO presented the report which outlined the recent review of the Trust's branding and the findings from customer and staff surveys. Directors noted the positive results and the approach which has been deployed to implement a branding strategy. It was remitted to the CEO to bring a further report back to the Board.

CEO

737. Board Development and Training Report

The CEO presented the report seeking Directors' views on the future planning and delivery of a bespoke Board Development and Training Programme. Following consideration of the report Directors agreed in principle to the outline programme subject to further financial scrutiny. It was remitted to the CEO to make the necessary arrangements for a further Board away day.

CEO

738. Board Meeting Dates 2019/20 Report

Directors considered a report which proposed dates for Board meetings in 2019/20 and the Company's AGM for the financial year 2018/19. Directors agreed the report.

739. GDPR Policies and Procedures Update

VW updated Directors of the ongoing work with the Data Protection Officer (DPO) to revise the policies and procedures as a result of the implementation of the General Data Protection Regulations (GDPR) and the Data Protection Act 2018 (DPA 2018).

Directors were advised that a 24-point GDPR Action Plan has been developed and will be presented to the AF&C at its next meeting in January 2019.

Directors noted the update.

740. Committee Business Report

The CEO referred to the Minutes of the recent Committee meetings - Audit, Finance & Compliance, Human Resources and Business Operations.

The Chair sought clarification on a number of matters relating to the Human Resources Minute and it was agreed that further progress reports would be provided in due course. It was noted that one item in particular required to be reported to the Board once the matter is concluded.

LT

NM enquired about the target-setting for absence. Following discussion, Directors agreed that as the Trust is consistently meeting the current target of 5% it should be lowered to a more challenging level. LT agreed to re-visit the target.

LT

Directors noted the items of business discussed within the three Committees.

741. Date and Venue of Next Meeting

The next meeting of the Board will take place on Thursday 31st January 2019 commencing at 3.30pm, venue to be confirmed. If necessary, a special Board meeting to discuss the Management Fee will be held prior to this date.

Signed _____
Chair

Date _____