

Fife Sports and Leisure Trust

Minute of the Meeting of the Board of Directors for Fife Sports and Leisure Trust
held on Friday 27th September 2019 at 2pm in the Library,
Music Institute, East Port, Dunfermline.

Present: R Campbell (Chair)
K Caldwell (KC)
D Lothian (DL)
C McDonald (CMcD)
P Gulline (PG)
N Crooks (NC)
L Erskine (LE)
E Wallace (EW)
A Suttie (AS)

In Attendance: E Watson (CEO) Chief Executive
W Watson (WW) Chief Operating Officer
L Turnbull (LT) Human Resources Manager
S Urquhart (SU) Sport & Physical Activity Team Manager
S Aldred (SA) Company Accountant
N Bennett, (NB) Partner, Scott-Moncrieff
A MacLellan (AMaL) Fife Council Representative
C Bowman (CB) Personal Assistant (Minutes)

ACTION

795. Welcome and Apologies

The Chair thanked everyone for attending the meeting and extended a welcome to Nick Bennett and Andy MacLellan.

Apologies were received from Jeph Hamilton and Neil Mitchell.

796. Declaration of Interests

There were no conflicts of interest declared.

797. Draft Annual Report and Accounts 2018/19 Report

The Chair referred to the production of the Annual Report and Accounts and introduced NB from Scott-Moncrieff and asked him to present the report.

NB advised that he had previously discussed the accounts at a recent meeting of the Audit, Finance and Compliance Committee. NB accepted several questions from Directors, in particular in relation to questions about the company being a 'going concern' and answered to their satisfaction.

The Chair advised that he had not been prepared to sign the Letter of Representation which asked the Directors to “give an assurance that the Board had reviewed the going concern basis of preparing the financial statements and that in reaching this opinion they had taken into account all relevant matters and had considered a future period of at least one year from the date of signing the accounts.”

The Chair went on to advise that he had sought a letter of comfort from Fife Council confirming that they would support the Trust in the event that further losses were incurred in the three year period to 31.03.2021 and at the same time confirm the Management Fee for the years to 31.03.2021. The Council had however provided a letter of comfort covering only the period to September 2020, the minimum required to enable the Letter of Representation to be signed and thus enabling the Auditors to sign an unqualified audit report. The Chair also advised that the letter did not contain any reference to the level of management for the period.

Following discussion Directors confirmed that they were happy for the Chair to sign the Letter of Representation and then for the Chair and NB to sign the accounts for the year ended 31st March 2019.”

At this point the Chair sought agreement from Directors to proceed directly to the Annual General Meeting in order to allow NB and AMacL to depart after this item. Directors were in agreement. (See Minute of AGM 27th September 2019).

Following the AGM the Board meeting re-commenced.

798. Minute of the Board Meeting held on 8th August 2019

The Minute of the Board Meeting held on 8th August 2019 was approved and the Chair was authorised to sign it.

799. Matters Arising

787.9 Job Evaluation – Panel Training

LT advised Directors that training dates for panel members have now been organised and also that e-learning for Duty Managers will commence in January 2020.

800. Chairman’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.

Directors noted the report.

801. CEO's Report

Directors noted the information previously provided by the CEO relating to the following topics:

1. Attendances.
2. The first stage of the Corporate Strategy Review Programme.
3. A letter from Fife Council confirming its proposal to merge two of its Trusts.
4. The Minute of Fife Council and Trust Management Work Group Meeting of 20th August 2019.

5. Redesign of Services Programme

The CEO sought approval from the Board of Directors for further work to be undertaken to deliver the Redesign of Services Programme.

At this point members of the Executive Management Team and other officers in attendance left the meeting.

The CEO advised Directors of the 4 phases, the final phases completing in January 2020 and reminded directors of the initial savings target and that additional savings required to be found to meet the initial target. A proposal was presented for a reduction in opening hours at the Beacon Leisure Centre and the rationale for this, the non-filling of a vacant administrative post and also a proposal for savings in senior management costs by deletion of one post.

Following consideration of this matter the CEO intimated that it would be appropriate for the Board to consider this matter in his absence.

Following detailed discussion of the proposals only the Beacon directors agreed to remit to the CEO to prepare a Change Control Request to Fife Council for the reduction in opening hours at the Beacon Leisure Centre and the reductions for senior management costs was not accepted.

NB – It was not a unanimous decision to submit the Change Control Request. During discussion NC voiced his displeasure at the further reduction of opening hours at the centre.

At this point, members of the EMT and SA returned to the meeting and the Chair advised of the Directors' decisions.

6. Christmas and New Year Centre Opening Arrangements

WW advised Directors that Kirkcaldy Leisure Centre, Carnegie Leisure Centre and Michael Woods Sports and Leisure Centre will close at 5pm on 24th December 2019 and re-open on 28th December 2019 and close at 5pm on 31st December 2019 and re-open on 4th January 2020 with only essential staff being employed. All other centres will remain closed during this period.

7. Woodmill High School Fire

WW advised Directors of FSLT's support to the Council's Education Department following the fire, with Quid-a-Kid being provided between 9am and 3pm at Carnegie Leisure Centre and Duloch Leisure Centre. WW further advised that the school has been offered support with the relocation of their swimming lessons, PE sessions and dance classes to Carnegie Leisure Centre and Duloch Leisure Centre.

8. Quality Assurance Grading Report

The CEO was pleased to report that Lumphinnans Sports Hub has been awarded 4-Star status by Visit Scotland.

9. Internal Audit Review

WW advised Directors of the review currently taking place at Michael Woods Sports and Leisure Centre and Carnegie Leisure Centre. An Audit Action Plan will be prepared by Fife Council and presented at a future Board Meeting.

Directors noted the content of the CEO's report.

802. Board Away Day – Directors' Feedback

Directors reported that the day had been extremely informative and enjoyable and were impressed with the quality of the speakers, both internal and external to the organisation. The Chair thanked those Directors who fed back to him personally.

803. Finance Report (Projections 2019/20)

SA presented the report which was considered by the Audit, Finance and Compliance Committee at a meeting on 17th September 2019. SA updated Directors on elements of the report

and accepted questions covering a number of topics. Following consideration of the report Directors noted its content.

It was also remitted to the CEO and Chair to seek a further meeting with Fife Council to discuss future funding arrangements.

804. Committee Business Report

Directors noted the content of the business discussed at recent meetings of the Committees.

805. Re-Appointment of Directors

The CEO confirmed that Fife Council has agreed to the re-appointment of JH, EW and NM as Directors of the FSLT Board.

806. Any Other Business

None.

807. Date and Venue of Next Meeting

Thursday 28th November 2019, commencing at 3.30pm in the Corporate Training Room, Cowdenbeath Leisure Centre.

Signed _____
Chair

Date _____