

## **Fife Sports and Leisure Trust**

Record of the Meeting of the Board of Directors for Fife Sports and Leisure Trust  
held on Thursday 8<sup>th</sup> August 2019 at 3.30pm in  
the Corporate Training Room, Cowdenbeath Leisure Centre

Present: R Campbell (Chair)  
J Hamilton (JH)  
K Caldwell (KC)  
D Lothian (DL)  
C McDonald (CMcD)  
P Gulline (PG)  
D Watt (DW)  
N Crooks (NC)

In Attendance: E Watson (CEO) Chief Executive  
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  
D Mills (DM) Data Protection Officer  
C Bowman (CB) Personal Assistant (Minutes)

### **ACTION**

#### **782. Welcome and Apologies**

The Chair thanked everyone for attending the meeting and extended a warm welcome to Peter Gulline.

Apologies were received from Linda Erskine, Ed Wallace, Neil Mitchell and Alistair Suttie.

#### **783. Declaration of Interests**

There were no conflicts of interest declared.

#### **784. Minute of the Board Meeting held on 20<sup>th</sup> June 2019**

The Minute of the Board Meeting held on 20<sup>th</sup> June 2019 was approved and the Chair was authorised to sign it.

#### **785. Matters Arising**

##### **762.4 Loss of Income Correspondence with Fife Council**

The CEO advised Directors that following further discussions with Fife Council officials, the Council has rejected the request for compensation for loss of income. This process has now reached its conclusion.

## **765. Health and Safety**

The CEO advised that Martin Rae, Safety and Facilities Manager, and Ed Wallace have now finalised the Do Not Attempt Cardio Pulmonary Resuscitation Policy and this will now be issued to staff in due course.

## **766. Board Training Day**

The CEO provided Directors with an overview of the programme for the day.

## **774.2 Fife Council and Trusts' Management Working Group Briefing Note**

The CEO advised that the next meeting of the above is scheduled for 20<sup>th</sup> August 2019.

## **774.6 FSLT Fundraising Initiatives**

WW advised Directors that a number of companies have now signed up to on-site advertising with advertising banners to be put in place within the grounds of sport and leisure centres.

WW agreed to arrange a meeting with PG, Danielle Livingstone and Rebecca Suiter (Sales Managers) to discuss further initiatives and this will be an agenda item at the forthcoming Business Performance Committee.

**WW**

## **774.7 Review of FSLT's Corporate Strategy**

The CEO reminded Directors of the ongoing work with the development of a new Corporate Strategy and the timeline for bringing further reports to the Board.

## **786. 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 including funding issues with Fife Council and the proposed merger with Fife Golf Trust. He also met with the CEO and JH to discuss the development of a new Corporate Strategy.

## **787. CEO's Report**

The CEO updated Directors on the following items of business:

### **787.1 Redesign of Services Programme Briefing Note**

The CEO provided Directors with a Briefing Note outlining progress to date and future phases of the Redesign Programme. Directors were advised that discussions were ongoing with Fife Council to secure a one-off additional funding package for the current year to allow the savings to be implemented. It is anticipated this matter will be concluded by the middle of September.

The CEO further advised that additional work will be required in order to deliver the savings package and that a further Briefing Note will be given at the September Board Meeting.

**CEO**

The Chair commended staff on the work involved to implement the programme of savings.

### **787.2 1<sup>st</sup> Quarter Attendances Briefing Note**

The CEO advised Directors of attendances that have been recorded for the first quarter of the year.

At the request of NC, the CEO agreed to bring a report on the summer free swimming and Quid-a-Kid initiative to a future Board Meeting.

**CEO**

### **787.3 Capital Investments Briefing Note**

The CEO provided Directors with a Briefing Note which outlined the benefits that have been derived from Fife Council's capital investment at Dalgety Bay Sports and Leisure Centre and Levenmouth Swimming Pool and Sports Centre.

### **787.4 Health and Safety Briefing Note**

The CEO provided Directors with a Briefing Note on matters relating to Health and Safety and advised that there were no issues of concern to report.

### **787.5 2019/20 Budget Gap**

The CEO and VW provided Directors with an update on the continuing discussions with Fife Council to secure adequate funding for the current financial year. VW confirmed that the estimates for income loss as a result of the redesign of services are very high level and would be subject to change once the customer impact is known.

### **787.6 Leisure Information Management System**

WW advised that Xn Leisure Systems Ltd has been appointed by Fife Council as the preferred supplier for the new information management system. Further update will be given to Directors at future meetings.

### **787.7 FGT Potential Merger**

The CEO provided Directors with a Briefing Note on the potential merger of Fife Golf Trust (FGT) with FSLT. Following consideration of this matter Directors maintained their previous view that the merger should bring no financial risk to FSLT. Directors were also of the view that the Council should submit a “preferred” operating model for both Boards to consider.

The CEO will provide Directors with further updates.

**CEO**

### **787.8 Internal Audit Plan**

Directors were advised of the ongoing work with Fife Council to develop an Audit Action Plan for the company. WW was pleased to report that the Council will give 30 days’ free internal audit advice and that the Audit will be completed by December 2019. Further reports will be presented to the Audit, Finance and Compliance Committee who will ensure that the Board is kept apprised of developments.

### **787.9 Job Evaluation – Panel Training**

Directors were reminded of the process for job evaluation appeals and the need for a pool of Directors to be trained as Panel members. In addition to Linda Erskine who had previously confirmed her availability to be a Panel member, DW and DL volunteered their services. It was agreed that LT would arrange the training.

**LT**

Directors noted the content of the CEO’s report.

### **788. GDPR Report**

The CEO introduced David Mills (DM), Data Protection Officer with RGDP, who provided a brief overview of his background. DM confirmed that he had been appointed as FSLT’s Data Protection Officer and had been working with members of staff on the development of a revised GDPR Action Plan. This document was presented for Directors’ consideration and comment in advance of the meeting.

Following consideration of this matter Directors approved the Action Plan and remitted to DM to bring further progress reports back to the November 2019 Board Meeting and the March 2020 Board Meeting. Directors also agreed that additional resources were required to support staff with the delivery of the Action Plan and for additional resources to be made available.

VW/DM

#### **789. Finance Report**

Directors considered the latest Finance Report and were advised that its content had been considered by the Audit, Finance and Compliance Committee at a meeting on 30<sup>th</sup> July 2019. The report outlined the financial position for the first quarter of the financial year, a cash flow forecast for the year to 31<sup>st</sup> March 2020, and provided information on the level of debt outstanding.

Following consideration of the report, including questions and answers, Directors noted the content of the report.

#### **790. Review of Committee Functions Report**

The CEO provided Directors with a report outlining an initial piece of work that had been undertaken by the Executive Management Team to review FSLT's Committee structure. The report presented a proposal for change with the current Committees being replaced by a Services and Operations Committee, a Strategy Committee and a Governance and Compliance Committee.

Following consideration of the report, Directors agreed to the new Committee structure subject to further amendments being made to the remits.

EMT

CMcD requested that the Appointments Committee consider gender balance when making appointments to the Board.

#### **791. Annual General Meeting 2018/19 Report**

The CEO updated Directors of the arrangements for the Company's Annual General Meeting (AGM) to be held on 10<sup>th</sup> October 2019 (originally scheduled to take place on 26<sup>th</sup> September 2019) and sought their agreement for Fife Council to re-appoint EW, JH and NM to the Board at the conclusion of the AGM. Directors approved the re-appointment of the three Board members and it was remitted to the CEO to advise Fife Council

CEO

Following consideration of the report it was agreed that the CEO would provide Directors with further dates for their consideration for the holding of the Board Meeting and AGM.

CEO

Directors remitted to the Chief Executive to make the necessary arrangements to hold the AGM and to advise Fife Council that a sole member representative's attendance is necessary.

**CEO**

**792. Committee Business Report**

VW and JH provided an update of business discussed at the recent Audit, Finance and Compliance Committee meeting which included internal audit, revenue initiatives, updating of the Business Risk Register, the LIMS system, GDPR, financial pressures and policy compliance. Directors were advised that the Committee will, in due course, carry out a review of all FSLT policies to ensure that they are compliant.

**793. Date of Next Meeting**

Friday 27<sup>th</sup> September 2019 commencing at 2pm in the Library within the Music Institute, East Port, Dunfermline. The Annual General Meeting will commence thereafter at 3.30pm.

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

Date \_\_\_\_\_