

Fife Sports and Leisure Trust

Record of the Meeting of the Board of Directors for Fife Sports and Leisure Trust
held on Thursday 10th August 2017 at 3.30pm in the Music Institute, Dunfermline

Present: R Campbell (RC) Acting Chair
E Wallace (EW)
C McDonald (CMcD)
J Hamilton (JH)
D Watt (DW)
A Suttie (AS)
K Caldwell (KC)
D Lothian (DL)

In Attendance: E Watson (CEO) Chief Executive Officer
W Watson (WW) Chief Operating Officer
V Wyse (VW) Head of Finance & Business Development
S Urquhart (SU) Operations Manager
C Bowman (CB) Personal Assistant (Minutes)

ACTION

619. Welcome and Apologies

In the absence of the Chair, RC agreed to Chair the meeting and thanked everyone for attending. Apologies were received from Stephen Stewart (SS) and Neil Mitchell (NM).

620. Director Introductions

The Chair extended a warm welcome to the new Partner Directors; Darren Watt, Alistair Suttie, Ken Caldwell and Donald Lothian and introductions were made round the table.

621. Declaration of Interests

There were no conflicts of interest declared

622. Minute of the Meeting held on 23rd March 2017

The Minute of the meeting held on 23rd March 2017 was approved and the Chair authorised to sign it.

623. Minute of the Meeting held on 23rd May 2017

The Minute of the meeting held on 23rd May 2017 was approved and the Chair authorised to sign it.

624. Matters Arising

599. WW agreed to circulate dates of health and safety visits to Directors. **WW**

600. WW confirmed that the Company is now paying staff the Scottish Local Government Living Wage.

609. WW reported that she and SU had met with Councillor Neill Crooks to discuss a number of concerns from swimming clubs in Fife. As no further response has been received, this matter is now regarded as closed.

610. SU and WW are currently developing a scheme to seek staff views on budget savings.

616. VW is reviewing the Reserves level and will produce a forecast for the next three years. **VW**

617. CEO confirmed that SS will be re-appointed as Chair at the conclusion of the AGM on 28th September 2017.

625. Chairman's Report

RC reported that since the last Board Meeting he had met with SS and the CEO to discuss the Company's financial position.

He noted that the CEO had carried out inductions for the new Directors and requested that all Directors be issued with the new Directors' Induction Pack. WW agreed to arrange this. **WW**

RC urged Directors to attend a Board Away Day which the CEO is organising in the near future. The CEO has contacted the Company Solicitors who have previously presented at the Away Days and will circulate possible dates to Directors to seek their availability. **CEO**

626. CEO's Report

The CEO advised that he had recently met with the new Directors on a one-to-one basis and completed their induction.

He was pleased to confirm that after the retiral of the Corporate Services Manager, Vicki Wyse, previously Company Accountant, has been appointed to the post of Head of Finance and Business Development and is now a member of the Executive Management Team.

The CEO also advised of a review which is currently taking place within the Chief Operating Officer's senior management team following an earlier review of the wider Executive Management Team

and a report presented and agreed by the Board of Directors at a meeting on 26th January 2017. A copy of the proposed structure was tabled for Directors' consideration and the CEO advised of the business benefits emanating from the proposed changes. The CEO also advised there would be no additional costs with the change in the structure.

Directors noted the proposed change.

SU provided the following updates on business operations:

- Attendances have dipped by 3.9% over the first Quarter compared to last year. This can be attributed to the closure of the children's pool at Carnegie Leisure Centre and the closure of the swimming pool at Cupar Sports Centre in July. Bookings for outdoor pitches and synthetic pitches have also dropped due to the availability of many other pitches across Fife.
- A £1.1m investment programme in the gyms is underway, with Technogym and Anytime Leisure supplying the equipment. SU outlined the schedule of gym refurbishments over the next several months.
- The Leisure Active Membership Scheme has increased from 11,600 to 12,000 and the team is currently working on retention of members. A new 'Pause' scheme has proved successful whereby members can take a break from their membership and renew it at a later date. The imminent arrival of Pure Gym in Dunfermline poses a challenge as its pricing is very competitive, however SU has a strategy in place to address this issue.
- The current IT system for bookings and memberships, 'LIMS' will be reviewed over the next year. Frontline staff will be involved and Survey Monkey will collate customer reviews. Thereafter Fife Council's Procurement Department will be engaged to procure a product which is fit for purpose.
- As a result of the successful launch of FSLT's new Swim Scheme in April 2016 (adopted in line with Scottish Swimming's National Framework) which increased the annual programme from 40 weeks to 49 weeks of lessons, FSLT now has the largest number of children learning to swim with 6,000 currently in place and 1,700 on the waiting list. There are currently 100 registered teachers engaged with the Scheme and an Aquatics Strategy is currently being developed to sustain the programme.
- Directors enquired about the use of social media to advertise business and to update customers. WW responded that she was hopeful that Fife Council's IT system could be utilised in

conjunction with mobile phone apps to make it easier for customers to do business.

The CEO reported that following recent tragic events in London, Fife Council has requested that FSLT carries out a check of its fire safety arrangements. Martin Rae (MR), Safety and Facilities Manager, is confident that FSLT complies with all regulations, however a formal fire risk assessment will be carried out and further fire extinguisher training will be organised. KC agreed to contact MR to offer his advice. There were no other health and safety issues to report.

KC

The CEO advised of a Supreme Court ruling on the abolition of Employment Tribunal fees and the potential impact this may have with the dismissal of employees and their decision to take their case to an Employment Tribunal. It was agreed to reflect this risk within the Business Risk Register.

VW

CEO

The CEO advised that Committee business is currently suspended and that a report will be brought to the September Board Meeting with a recommendation for membership to the Committees.

The CEO reported that a Change Control Agreement for the reduction in the opening hours at the Beacon Leisure Centre and Levenmouth Swimming Pool and Sports Centre has been agreed by Fife Council and a Managing Change process will take place in the Autumn to implement the changes. The Trade Unions have been advised.

The CEO reported on the work currently taking place with Fife Council on a Change Control Agreement for crèche services and the ongoing dialogue with the Council's Children's and Education Services for crèches at Carnegie Leisure Centre, Cowdenbeath Leisure Centre and Duloch Leisure Centre to be used by the local authority for their Early Learning Years programme. .

The CEO reported that Fife Council's Community and Housing Services Committee is to consider the EKOS consultant's report on the governance and management arrangements of Trusts at a meeting on 31st August 2017. The CEO will update Directors on the outcome at the next Board meeting.

CEO

WW advised Directors of her involvement with Fife Council's Community Integration Programme, part of which aims to address the rationalisation and improved use of facilities.

627. Finance Report

VW presented the Provisional Out-turn position for the 2016/17 financial year along with a cash flow forecast for the current year to 31st March 2018.

VW provided Directors with in-depth financial details and answered questions on overall income and expenditure and fluctuations. RC expressed concern at the pension deficit and VW provided a satisfactory explanation for this. RC and JH requested sight of the Actuary's report and accounting. VW agreed to provide this.

VW

Directors noted the contents of the report.

628. Bank Signing Authorisation for Company Secretary

Following retirement of the Corporate Services Manager, RC proposed that VW be an authorised signatory for the company's Bank accounts. This was seconded by CMcD.

629. Be Active Fife (CIC) Appointments to the Board

The CEO advised that in accordance with the Articles of Association of Be Active Fife (CIC) two current FSLT Board Directors are required to be Directors of the new trading subsidiary (Ed Wallace is currently a Director and Chair of the Board). JH expressed an interest and was nominated by RC. Directors agreed to the nomination. RC also nominated VW to the Be Active Fife (CIC) Board following the resignation of the previous Corporate Services Manager. Directors agreed to this nomination.

630. Financial Planning Report/Funding Request

CEO discussed the contents of letter written by the Chair to the Executive Director of Communities at Fife Council re the Management Fee provided to FSLT and the response received from Fife Council. A meeting is scheduled for 28th August 2017 with Fife Council and the CEO will report back to the Board.

CEO

631. AGM 2016/17 Report

VW advised Directors of the arrangements for the Company's Annual General Meeting to be held on 28th September 2017.

Directors noted the content of the report and remitted to the CEO to make the necessary arrangements to hold the AGM and to advise Fife Council that a sole member representative's attendance is necessary.

CEO

632. Items for Noting

(a) Information Requests 2016/17 Report

The CEO presented the report which detailed the information requests received from 1st April 2016 to 31st March 2017 in relation

to Freedom of Information (Scotland) Act (FOISA) and the Data Protection Act (DPA). He confirmed that all requests were processed within deadlines.

(b) Minutes of Be Active Fife Board Meetings (May & June 2017)

The CEO updated Directors on Board business since it first met in June 2017.

(c) Corporate Strategy 2017/20 – 1st Quarter Update

The CEO presented the 1st Quarter Progress Report for noting and advised that progress has been made in all areas with the exception of the Company's charitable objects which will be reviewed later in the year.

(d) External Audit Plan 2016/17

Directors were asked to make themselves aware of the contents of the External Audit Plan produced by the Company's Accountants, Scott-Moncrieff.

633. Date and Venue of Next Meeting

Thursday 28th September 2017, commencing at 3.30pm in the Carnegie Leisure Centre, 46 Pilmuir Street, Dunfermline, KY12 0QE.

Note that the AGM will commence at 5.00pm.

Signed _____
Chair

Date _____