

Fife Sports and Leisure Trust

Minute of the Meeting of the Board of Directors for Fife Sports and Leisure Trust
held on Thursday 30th January 2020 at 2.30pm in the Carnegie Room,
Pitbauchlie House Hotel, Dunfermline

Present:	R Campbell (Chair)	
	J Hamilton (Vice Chair)	
	D Lothian (DL)	
	C McDonald (CMcD)	
	P Gulline (PG)	
	L Erskine (LE)	
	A Suttie (AS)	
	D Watt (DW)	
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
	V Wyse (VW)	Head of Finance & Business Development
	S Aldred (SA)	Company Accountant
	M Rae (MR)	Safety and Facilities Manager
	D Mills (DM)	Data Protection Officer (RGDP)
	C Bowman (CB)	Personal Assistant (Minutes)

ACTION

825. Welcome and Apologies

The Chair thanked everyone for attending the meeting.

Apologies were received from Neil Mitchell, Ed Wallace and Ken Caldwell.

826. Declaration of Interests

There were no conflicts of interest declared.

827. GDPR Update

DM provided Directors with an update on the GDPR action plan. A new agreement is required with Fife Council to confirm the ownership and data controller relationships for the CCTV within centres. VW to contact the Council to agree this.

VW

Directors questioned the resources available to manage GDPR issues along with the day-to-day business and noted that the Head of Communities and Neighbourhoods had suggested the Fife Council may be able to assist. VW to make contact to discuss.

VW

The Chair thanked DM for his update and Directors were satisfied with the progress made to date.

828. Minute of the Meeting held on 28th November 2019

The Minute of the Board Meeting held on 28th November 2019 was approved and the Chair was authorised to sign it.

829. Matters Arising

810. Replacement Partner Director

The CEO advised Directors that following the resignation of a Director from the Board in January 2020, Fife Council will advise FSLT of his replacement once this has been agreed at a Council meeting to be held on 7th February 2020.

818.1 Potential Merger

The CEO reported that the Head of Communities and Neighbourhoods wishes to meet with FSLT to resume discussions re the potential merger of the two Trusts. A member of the Executive Management Team will be nominated as the Trust's contact.

830. Chairman's Report

The Chair reported that since the last Board Meeting he had met with the CEO, the Vice Chair and LE on several occasions to discuss various items of Board business, particularly updates on an internal investigation, financial issues, the new Corporate Strategy document, and media issues.

Directors noted the Chairman's Report.

831. CEO's Report

The CEO reported on the following items of Trust business:

1. Health and Safety

MR updated directors on current health and safety issues. There were no items of enforcement or governance against the Trust and no major risks identified. The Incident Management System has recorded staff and public incidents at less than 1% for the quarter. Lifeguard training remains high at 87%. CMcD enquired if the Trust is notified of any major health issues which could affect customers using the facilities. MR confirmed that Fife Health Board and Fife Council will send notifications of any concern.

2. Review of Corporate Strategy Report

The CEO presented the report advising Directors that a working group had been set up to review the strategy for the forthcoming period, and ensuring that it was fit for purpose by producing a list

of actions to be completed to ensure this. The strategy is largely similar to the previous document. Directors were keen to develop KPIs and benchmark them against other Trusts.

Directors discussed the content of the report in detail, in particular the Trust's Vision and Mission and agreed that these points required further input.

Directors agreed that a new CEO would wish to review the Corporate Strategy and may have a different approach. The consensus was that this could wait until the end of the year before publishing. In the meantime, the EMT will continue to work on the Business Plan.

Directors, noted the report and work undertaken so far to assist the new CEO in the development of a Corporate Strategic Plan, remitting to the CEO to complete the list of actions required for a full review of the plan.

3. Redesign of Services

WW reported that the reduction in opening hours at centres has attracted much media attention, particularly at the Beacon Leisure Centre in Burntisland.

Directors voiced their disappointment that a former Director did not declare a conflict of interest when the Board discussed the Redesign of Service programme at previous Board Meetings.

The CEO advised that he has now agreed with the Head of Communities and Neighbourhood's that any further press releases concerning the reduction in centre opening hours will be made jointly by Fife Council and FSLT.

WW advised Directors that she is in the process of holding one-to-one meetings with MSPs to discuss the rationale behind the reduction in hours and to raise awareness of the impact on the local communities. So far, feedback from MSPs has been positive.

SU advised Directors that 10 projects within the Redesign of Services Programme are now complete, with three still to be finalised. Engagement is ongoing with the local sports council and other stakeholders on centre usage and a survey has been completed by them to gather the information and he will engage with the community to agree a favourable outcome.

LE requested that the Board be provided with current usage figures.

SU

Directors noted the content of the CEO's report.

833. Finance Report

SA presented the report which was considered by the Governance and Compliance Committee at its last meeting.

SA advised Directors that the management accounts for the period are still in deficit but improved when compared to the previous year. Generated income has increased, as has expenditure, however the reserves balance, although improved, remains under the minimum policy level.

Cash flow should continue to improve next year due to several one-off items being incurred this year only. SA outlined the reasons for the movements since the last report and changes in the assumptions going forward and provided an update on outstanding debt.

VW reported that the budget deficit will reduce further if Fife Council agrees to FSLT's request for additional one-off funding in the Management Fee for next year. Revised projections for the current year will be submitted to Fife Council at the end of January along with revised budgets for the next two financial years. The Council will then give FSLT its decision. The Chair questioned whether the funding was in effect a loan, as the terms of this additional funding would appear to suggest that the Trust would have this amount deducted from its Management Fee over the subsequent two years. The Chair also voiced concern at the dramatic reduction in the reserves over the past two years and the high cash burn figure.

Following consideration of the report Directors noted its content.

834. Committee Business Report

Directors noted the content of the business discussed at a recent meeting of the Governance and Compliance Committee.

JH reported that work is ongoing within the Business Risk Register. This will become a live document, with the current top 10 risks being monitored closely by the Governance and Compliance Committee and reported to the Board on a regular basis. Several actions have been identified, one in particular relating to internal audit. VW is awaiting confirmation from Fife Council that it can provide internal audit services for FSLT and will report progress to the Board.

VW/WW

835. Items for Noting

835.1 FSLT Annual Review Report

Directors were asked to note the content of this Agenda Item which will be discussed at Fife Council's Community and Housing Services Committee meeting on 13th February 2020.

835.2 Committee Roles and Remits

The CEO advised Directors of the minor amendment to the remit of the Governance and Compliance Committee and further advised that the remit of the Strategy Committee will be reviewed once it has had its first meeting. Directors will be updated of any further amendments.

836. Thanks to CEO

This being the CEO's last meeting (retiring on 31st January 2020) the Chair, on behalf of the Board of Directors, thanked Ed Watson for his services to the Trust over the past 12 years. He expressed his gratitude to Ed for all his hard work in steering the Trust to a point where it is today despite all the challenges it faced now and in the past. Directors voiced their own appreciation.

837. Date and Venue of Next Meeting

Thursday 19th March 2020, commencing at 3.30pm in the Corporate Training Room, Cowdenbeath Leisure Centre.

Signed _____
Chair

Date _____