

## Fife Sports and Leisure Trust

Minute of the Meeting of the Board of Directors for Fife Sports and Leisure Trust  
held on Thursday 28<sup>th</sup> November 2019 at 4pm in the Corporate Training Room,  
Cowdenbeath Leisure Centre

Present: R Campbell (Chair)  
J Hamilton (Vice Chair)  
K Caldwell (KC)  
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  
D Mills (DM) Data Protection Officer (RGDP)  
C Bowman (CB) Personal Assistant (Minutes)

### ACTION

#### 810. Welcome and Apologies

The Chair thanked everyone for attending the meeting.

Apologies were received from Neil Mitchell, Neil Crooks and Ed Wallace. The Chair advised that Neil Crooks had tendered his resignation from the Board and that the CEO would confirm this to Fife Council.

**CEO**

#### 811. Declaration of Interests

There were no conflicts of interest declared.

#### 812. GDPR Action Plan

The Chair welcomed DM as FSLT DPO who presented an update on the GDPR action plan and progress to date. The Chair requested that DM future Board Meetings where possible to provide Directors further updates.

**DM**

Chair remitted to the CEO ensure adequate resources are provided and JH requested full updates on the action plan and any issues be provided to the Governance and Compliance Committee.

**CEO**

**813. Minute of the Special Board Meeting held on 27<sup>th</sup> September 2019**

The Minute of the Special Board Meeting held on 27<sup>th</sup> September 2019 was approved and the Chair was authorised to sign it.

**814. Matters Arising**

None.

**815. Minute of the Board Meeting held on 27<sup>th</sup> September 2019**

The Minute of the Board Meeting held on 27<sup>th</sup> September 2019 was approved and the Chair was authorised to sign it.

**816. Matters Arising**

**801.9 Internal Audit Review**

WW advised Directors that Fife Council has produced a draft report which recommended areas for improvement arising from the internal audit. A draft Action Plan has been developed and is in the stages of final checking with Fife Council. The final report and an update on progress will be considered at the next meeting of the Governance and Compliance Committee.

**WW/JH**

**790. Committee Remits (August Board Meeting)**

CMcD asked the CEO if he could provide any feedback following the restructure and remits of the Committees. The CEO reported that so far he has received positive comments from two of the Committees (Governance and Compliance and Services and Operations) and would ask the Strategy Committee to comment at its first meeting.

**CEO**

**817. Chairman's Report**

The Chair reported that since the last Board Meeting he had met with the Vice Chair and CEO on several occasions to discuss various items of Board business, particularly financial issues.

**818. CEO's Report**

The CEO reported on the following items of Trust business:

**1. Potential Merger**

The CEO advised that following receipt of a letter from Fife Council there had been no further communication since and no further work has been undertaken. The CEO will contact Paul Vaughan to assess the current position and proposed future actions.

**CEO**

## **2. Attendances – April to October**

The CEO was pleased to report an increase in overall attendances of 5.26% compared to the same period last year, despite the challenges from increased competition within the private sector in Fife.

## **3. Promotional Campaigns**

SU advised Directors of the current Leisure Active Membership promotional campaigns designed to attract new customers and enhance the scheme for existing members, as well as raise awareness of community payback by using FSLT's facilities.

SU further advised that an online survey has been established to build a better insight into customers' opinions and requirements and it is anticipated that a new leisure information management system will capture more detailed and accurate information to enable trends analysis to be carried out.

## **4. Be Active Fife – CIC Minute of Board/AGM Meeting**

VW advised Directors that the Minute requires to be adjusted to reflect the need to set up the Bankline for the Company.

**VW**

Directors noted the items discussed at the meeting.

## **5. Review of Corporate Strategy**

The CEO advised Directors that the EMT and senior managers have attended two sessions, to produce a new Corporate Strategy document for the next three years. A third and final session is scheduled for early January 2020. The CEO will provide a further update at the January Board Meeting.

**CEO**

## **6. Budget Discussions (2020/21 and 2021/22) with Fife Council**

The CEO provided an update on two meetings he has had with Fife Council regarding FSLT's funding position for the next two financial years. Discussions are ongoing to finalise the funding request for the current year and FSLT's desire for it to be a one-off uplift to the Management Fee.

Work will be undertaken to review FSLT's revenue budgets for the next two years and for negotiations to continue with the Council to secure adequate funding in order to deliver programmes and services.

**VW**

Directors noted the position and it was remitted to VW to prepare a revised budget for the next two years and for it to be submitted as part of future negotiations to the Council in January 2020.

## **7. Redesign of Services Programme Phase 4**

SU advised Directors that staff affected by Phase 4 of the programme have now been informed of the proposed changes to the operating hours which will come into effect in January 2020.

The CEO advised Directors that a Change Control Request document has been submitted to Fife Council proposing further changes to the operating hours at the Beacon Leisure Centre in Burntisland.

## **8. Festive Opening Hours of Sport and Leisure Centres**

Directors noted the opening hours at all centres over the festive period from 24<sup>th</sup> December 2019 to 6<sup>th</sup> January 2020.

Directors noted the content of the CEO's report.

### **819. Anti-Bribery and Corruption Policy Report**

The CEO advised that Burness Paull LLP have undertaken a review of the policy and have made a few minor recommendations along with advice to review the policy and risks every two years. It was agreed that the Governance and Compliance Committee would oversee future reviews and checks that the recommendations have taken place.

**EMT**

Directors approved the policy.

### **820. Finance Report**

SA presented the report which was considered by the Governance and Compliance Committee at its meeting on 19<sup>th</sup> November 2019. SA updated Directors on elements of the report and accepted questions covering a number of topics.

SA advised Directors that the management accounts for the period are still in deficit but improved from the last report. Generated income has increased, as has expenditure and the reserves balance remains in deficit.

Projections to 31<sup>st</sup> March 2020, taking into account increased costs and increased local competition, indicate an under-achievement in income and an under spend in expenditure. Cash flow has not had much movement due to outstanding debts which have risen since the last report, however, it is hopeful that repayment plans in place will see this figure reduce.

Following consideration of the report Directors noted its content.

## 821. Board Meeting Dates 2020/21 Report

Directors agreed the proposed dates of future Board Meeting as follows:

- Thursday 18<sup>th</sup> June 2020
- Thursday 6<sup>th</sup> August 2020
- Thursday 24<sup>th</sup> September 2020 and AGM
- Thursday 26<sup>th</sup> November 2020
- Thursday 28<sup>th</sup> January 2021
- Thursday 25<sup>th</sup> March 2021

Directors noted that the next Board Meetings will take place on Thursday 30<sup>th</sup> January 2020 and Thursday 19<sup>th</sup> March 2020, these dates having been previously approved by Directors at a Board Meeting held on 29<sup>th</sup> September 2018.

Directors agreed the proposed Board Meeting and AGM dates and remitted to the CEO to arrange venues for the meetings.

**CEO**

## 822. Committee Business Report

The CEO advised Directors that following the first meetings of the Services and Operations Committee and the Governance and Compliance Committee, Linda Erskine and Jeph Hamilton were appointed as Chairs to the respective Committees.

The Chair of the Strategy Committee will be appointed once the new Strategy Committee meets in the new year.

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

## 823. Any Other Business

VW advised Directors that effective from the CEO's retirement in January 2020, a new authorised signatory for the bank account requires to be appointed. VW proposed that the Chief Operating Officer (VW) be appointed and Directors were in agreement. It was remitted to VW to make the necessary arrangements.

**VW**

## 824. Date and Venue of Next Meeting

Thursday 30<sup>th</sup> January 2020 commencing at 2pm in the Carnegie Room, Pitbauchlie House Hotel.

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

Date \_\_\_\_\_