

MINUTES of the MEETING of the BOARD OF TRUSTEES of WEST LOTHIAN LEISURE LIMITED held within XCITE WEST LOTHIAN LEISURE HEADQUARTERS, BATHGATE on Thursday 15th December 2016.

Present – Cindy Brook (Chair), Cllr Jim Dixon, Beverley Greer, Cllr Harry Cartmill, Robert Taylor, Mo Crooks, David Eardley

Apologies –, Jude Spence, Karen Anderson, Alan Dawson, Steven Stewart, Cllr Dave King

In Attendance – Robin Strang, Wendy Clydesdale, Eric Stafford (West Lothian Leisure), Paul Stark, Jim Cameron (West Lothian Council).

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| | | Action |
| 1. | <u>QUORUM</u>
The Chair advised that a quorum of members was present and the meeting could proceed as planned. | |
| 2. | <u>ADDITIONAL OR ANY OTHER COMPETENT BUSINESS TO BE CONSIDERED AT THE END OF THE MEETING.</u>
Cindy advised there were no additional items to be discussed at the end of the meeting. | |
| 3. | <u>DECLARATIONS OF INTEREST</u>
Cllrs Jim Dixon, Harry Cartmill declared a non-financial interest in the whole of the agenda as elected members of and appointees to the Board by West Lothian Council. David Eardley declared an interest in any matters involving the performance or remuneration of the Auditors or the planning or results of any audit undertaken by Scott Moncrieff. | |
| 4. | <u>MINUTE OF THE BOARD MEETING ON 27th OCTOBER 2016 (attached)</u>
The minute of the Board Meeting held on 27 th October was accepted as a true and accurate record. Matters arising :

Robin reported that the transfer of services from WLC is going well and that he is having regular meetings with the Council who have now agreed a provisional management fee. The final fee will be set by the Council Executive on 14 th February. The final 2017/18 business plan (including the budget) will be reported to Trustees at the Board Meeting on 23 rd February. | SMT |
| | The Articles of Association require to be altered to reflect the wider service to be delivered from 1 April 2017. A special board meeting which will take place after the Audit & Finance Sub Committee Meeting on 25 th January to consider the proposed changes. The revised Articles need to be approved by the Board, and then by OSCR, prior to the transfer on 1 April 2017. | RS |
| | Decision: The minutes were accepted as a true and accurate record. | |

5. MINUTE OF THE AUDIT & FINANCE SUB COMMITTEE MEETING ON 30th November 2016 (attached)

The minutes of the Audit and Finance Sub Committee Meeting held on 30th November was accepted as a true and accurate record.

Decision: The minutes were accepted as a true and accurate record.

6. PERFORMANCE REPORT APRIL - OCTOBER 2016 (REP-0684)

Overview

Robin went through the performance dashboard for the year to date highlighting the key points.

Finance

The projected results for the year to 31 March 2017, which includes the actual and committed spend to October 2016 plus the remaining (revised) budget for the last 5 months of the year is for a deficit of £609,524.

David added that there had been extensive discussion at the recent Audit & Finance Sub Committee Meeting regarding the current and projected finance results. .

Operations

In Billy's absence, Robin went through the performance of membership sales and retention. He also reported that our Net Promoter Score (customer survey performance) remains high and well above the industry average, which is encouraging.

Business Development / Marketing

In Mark's absence, Robin reported on the progress of the extension to the Linlithgow Sports Pavilion which is almost complete, and is due to open on 22nd December after a seven week delay.

The new concession scheme is proving to be popular and attendances are up 50% on the same time last year. For the launch we will work with WLC to advertise what we offer and the benefits to all who are eligible.

An additional membership package for Young Adults (16 to 24 year olds) will be launched in January and will aid in the transition from NRG through to adult membership.

HR and Training

Eric detailed current training which is limited to that which is essential to deliver front line services

A decision to change the status of Group Fitness Instructors

to 'Self Employed' was taken by the SMT. Discussions with instructors has begun. The change will take place from 1st April 2017.

Risks

The level of private sector competition is now unprecedented in West Lothian with Pure Gym in Livingston which opened in November 2015, Anytime Fitness in Bathgate which opened this month, Exercise4Less who are opening a budget gym in Livingston on 20th January 2017. The impact of these 'budget' gyms is being closely monitored.

Decision: To note the report.

7. STRATEGIC RISK REGISTER AND RESERVES POLICY (REP-0685)

This report was discussed in detail at last month's Audit and Finance Sub Committee. The Committee recommended that:

- Appendix 1 of the policy is reviewed, and in particular the banding of the severity ratings; **RS**
- If any changes are made to the severity ratings then to review the impact on risk assessment scores; **RS**
- To report back on the reserves position following discussion with WL Council; **RS**
- That a joint risk workshop is held on the transfer of further facilities and services; and **RS/AC**
- That we ask WLC's Internal Audit Team to review the transfer process (both from WLL and WLC perspectives).

Robin noted that following the Committee meeting The Council's Audit Manager was contacted, and he notified that he and his team have no resource to provide further assistance this financial year but was keen to meet in April 2017 to discuss what support could be given in 2017/18. **RS**

Cindy added that we need to update section 9.6 of the policy to read 'Executive Directors'. **RS**

Decision: To agree the recommendations.

8. REVIEW OF FREEDOM OF INFORMATION AND DATA PROTECTION POLICIES (REP-0686)

Robin reported that he is not recommending any changes to our Freedom of Information Policy, but is recommending some updates to the Data Protection policy to reflect current practice.

David suggested that when referring to securely destroying confidential information that we also state that electronic data is destroyed in line with our retention policy. **RS**

Decision: To agree the report.

9. AOCB
There was no additional business.

10. **Dates of Next Meetings:**

Audit and Finance Sub Committee : Wednesday 25th
January 2017, 6.30pm at Xcite Bathgate

Main Board: Thursday 23rd February 2017, 6.30pm at Xcite
Bathgate.