

MINUTES of the MEETING of the BOARD OF DIRECTORS of WEST LOTHIAN LEISURE LIMITED held within Head Office, Bathgate Leisure Centre on Thursday 28th June 2018.

Present – Cindy Brook (Chair), Bev Greer, Cllr Tom Kerr, Cllr. Chris Horne, Robert Montgomery, Cllr. Angela Doran, Karen Anderson, Cllr Andrew Miller

Apologies – Cllr Harry Cartmill

In Attendance – Robin Strang, Mark Chambers, Billy Key, Andrew Heron (West Lothian Leisure) Paul Stark, Jim Cameron, (West Lothian Council).

Action

1. QUORUM
The Chair advised that a quorum of Directors was present and the meeting could proceed as planned.
2. ADDITIONAL OR ANY OTHER COMPETENT BUSINESS TO BE CONSIDERED AT THE END OF THE MEETING.
The Chair advised that there was one additional item to discuss at the end of the meeting.
3. DECLARATIONS OF INTEREST
There were no declarations of interest.
4. MINUTE OF THE BOARD MEETING ON 26th April 2018 & MINUTE OF THE SPECIAL GENERAL MEETING OF THE BOARD ON 29th May 2018
The minute of the Board Meeting held on 26th April 2018 was accepted as a true and accurate record, there were no matters arising.

The minute of the Special General Meeting of the Board held on 29th May 2018 was accepted as a true and accurate record, there were no matters arising.

Decision: The minutes were accepted as a true and accurate record.
5. MINUTE OF THE AUDIT AND FINANCE SUB COMMITTEE ON 29th May 2018
The minute of the Audit & Finance Sub Committee on 29th May 2018 was accepted as a true and accurate record.

Matters Arising:

Andrew Heron reported that the management fee for the recently transferred sites has been agreed and that the Chief Executive has signed the funding agreement for 2018/19.

Decision: The minute was accepted as a true and accurate record.

6. PERFORMANCE REPORT FOR APRIL AND MAY 2018
(REP-0750)

Finance

The Head of Finance went through the finance report noting that a breakeven budget has been set for 2018/19.

Membership income figures are encouraging with income £10k ahead of budget. Staff expenditure is still being tightly controlled and salaries show a slight underspend against budget.

The Head of Finance concluded by reporting that our cash position is satisfactory at the moment with no immediate concerns.

Performance Dashboard

The Chief Executive went through the performance dashboard highlighting that the number of members at the end of May is up on last year following the hard work of the team, including a successful May promotion, the installation of the new Bathgate gym and the continued growth of our concessionary and young adult memberships. He also highlighted that our Net Promoter Scores continue to be high despite the competition and pressure on budgets.

Business Development

The Director of Business Development advised that we will be running a summer membership campaign from 2nd to 22nd July, and that the total sales for our most recent campaign in May brought in an 873 members.

Changes are to be made to our Concession Scheme to incorporate the Universal Credit Benefit.

GDPR compliance has affected our use of emails to direct market customers, but as more people 'sign up' our coverage will increase again.

HR and Training

In the absence of the Director of Human Resources, the Chief Executive went through the HR report, reporting that the sickness absence rate to May 2018 has improved to 3.88%, employee turnover has also improved to 17.8% but both figures are still above target so are being closely monitored.

Risks

The Chief Executive highlighted the key risks to the company achieving its goals and this now includes a lack of investment in property maintenance as a high risk.

The Chief Executive reported that our cafes at Xcite Bathgate

and Xcite Livingston have retained their Healthy Living Award status and that Xcite Linlithgow and the Low Port Centre will be assessed in the near future.

Decision: To note the report.

7. BUSINESS PLAN 2018/19 (REP-0751)

The Chief Executive presented the updated business plan to Directors. Cllr Miller noted that he had emailed the Chief Executive a few days ago requesting some amendments to wording. The Chief Executive was happy to make those amendments and will email a copy of the final version to Directors, business partners and place it on our website.

RS

Decision: To approve the final Business Plan for 2018/19 noting the amendments requested.

8. FOUR YEAR PLAN 2019/20 – 2022/23 FINAL (REP-0752)

A Board briefing took place earlier this evening in order that the Chief Executive could go through the detail of the Four Year Plan (circulated last week) with Directors. The Chief Executive went through the key points again.

It was agreed that the Chief Executive is instructed to begin delivery of the plan immediately and to write to the Council's Chief Executive with the six 'asks' noted in section 5 of the plan.

Decision: To approve the plan (with the agreed changes), begin its implementation and that the Chief Executive write to the Council's Chief Executive with the 'asks'.

RS

9. WEST CALDER HIGH SCHOOL SPORTS AND ARTS FACILITIES (REP-0753)

The Director of Operations tabled a report on the management of the new West Calder High School sports and cultural facilities. He noted that we currently manage the sports and cultural facilities at the existing school but it is to close shortly and the new one will open for the new academic year. The council have asked if we would operate the sports and cultural facilities in the new school.

It is proposed that we operate the new facilities on the same basis as the existing ones. That is no staffing and for pre-booked activities only. Both the council and WLL think more can be offered for the community at the new facilities as they are more extensive and of higher quality. So, it was further proposed that we enter into discussion with the council on providing a wider service from the new school and any associated costs of this model.

BK

Decision: To approve the recommendations.

10. APPOINTMENT OF NEW DIRECTORS (REP-054) (attached)
The Chair and Cllr Horne reported that, after an extensive interview process, the Nominations Committee recommend the appointment of Tony Sharkey and Paul Williams to the Board to fill the two vacancies for independent Directors.

Decision: To approve the appointment of Tony Sharkey and Paul Williams to the Board and to invite the Chair and Chief Executive to carry out an induction as soon as possible. CB/RS

11. AGM NOTICE AND MEETING DATES FOR 2018/19 (REP-0755)
The Chief Executive, on behalf of the Secretary, gave notice of this year's AGM which will take place on Thursday 13th September at 7.30pm. It will be preceded at 6.30pm by an ordinary meeting of the Board. Meeting dates for the year ahead were also distributed.

He also notified Directors that a section on our website is being developed for Directors to access meeting agendas and papers going forward. Guidance on how to access it will be given in due course. MC

12. Dates of Next Meetings
Audit and Finance Sub-Committee: Wednesday 8th August 2018, 6.30pm at Xcite Bathgate Leisure Centre.

Board Meeting & AGM: Thursday 13th September 2018, 6.30pm, at Xcite Craigswood Sports Centre. The Board meeting will start at 6.30pm and the AGM will start at 7.30pm.

All to
Note