

MINUTES of the MEETING of the BOARD OF DIRECTORS of WEST LOTHIAN LEISURE LIMITED held within Head Office, Bathgate Leisure Centre on Thursday 13<sup>th</sup> September 2018.

Present – Cindy Brook (Chair), Bev Greer, Robert Montgomery, Tony Sharkey, Paul Williams, Cllr. Angela Doran, Cllr. Andrew Miller, Cllr. Harry Cartmill.

Apologies – Karen Anderson, Cllr. Tom Kerr, Cllr. Chris Horne.

In Attendance – Robin Strang, Mark Chambers, Billy Key, Eric Stafford, 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 were no additional items to discuss at the end of the meeting.
3. DECLARATIONS OF INTEREST  
There were no declarations of interest.

The Chair welcomed 2 new members to the Board, Tony Sharkey and Paul Williams as Independent Directors.

4. MINUTE OF THE BOARD MEETING ON 28<sup>th</sup> June 2018 & MINUTE OF THE SPECIAL GENERAL MEETING OF THE BOARD ON 8<sup>th</sup> August 2018

#### **The minute of the Board Meeting held on 28<sup>th</sup> June 2018**

Jim Cameron noted that the page numbering requires correction, and under item 12 that elected members had been given the full report by the independent consultant. Noting this the minute was accepted as a true and accurate record.

Matters arising:

Item 5 – the issue regarding the withdrawal of some previously agreed management and admin support for the recently transferred services remains outstanding. A meeting is to be arranged to discuss this matter.

RS/JC

#### **The minute of the Special General Meeting of the Board held on 8<sup>th</sup> August 2018**

Jim Cameron noted that under item 6 it was agreed by the Board that the matter discussed would not be raised with the Council at this stage and that a subcommittee was set up to gather facts and report its findings back to the Board who will determine an appropriate response.

**Decision: Noting the points above the minutes were accepted as a true and accurate record.**

5. MINUTE OF THE AUDIT AND FINANCE SUB COMMITTEE ON 8<sup>th</sup> August 2018

The minute of the Audit & Finance Sub Committee on 8<sup>th</sup> August 2018 was accepted as a true and accurate record.

Matters Arising:

Item 6 - Andrew Heron confirmed that the so called 'letter of comfort' from WLC is included in the AGM papers.

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

6. PERFORMANCE REPORT FOR APRIL TO JULY 2018 (REP-0760)

Chief Executive's Report

Robin Strang presented his report on the year to date. Looking ahead our main challenge is to implement the Four Year Plan, and this will dominate the work of the Leadership Team over the coming months.

Finance

Andrew Heron reported that the first four months of the year have given us a positive start and, although cautious, the year-end projection is for a surplus of £125k.

Membership income figures are encouraging with income £10k ahead of budget. Overall income is below budget primarily due to a delay in invoicing for the secondary schools and Low Port Centre. Expenditure overall is below budget.

Performance Dashboard

Robin Strang went through the performance dashboard highlighting that customer visits were below target primarily because July attendances were down due to the good weather.

Concessionary visits, GP referrals continuing beyond 12 weeks and Outreach Steps visits are all above target and rising.

Website visits and Facebook followers are 6% and 10.2% respectively ahead of last year.

Operations

Billy Key went through the operations content of the Performance Report highlighting membership retention and Net Promoter Scores across the sites. He then detailed the performance of the recently transferred sites.

Business Development

Mark Chambers noted that our forthcoming membership promotion will be 'Join for £10' and will run from 1<sup>st</sup> to 21<sup>st</sup>

October.

He advised that the Booking App is in the final testing stage and will be launched in October. Customers will be able to download the app for both Apple and Android devices.

Line availability for Polkemmet is no longer an issue and Mark is now looking at transferring their manual booking system to electronic with potential golf tee off times bookable online and via the app.

#### HR and Training

Eric Stafford went through the HR report.

#### Risks

Robin Strang reported on the main risks to the delivery of the business plan and four year plan. These included the possibility of another budget gym opening in Livingston, Sports Direct.

**Decision: To note the report.**

#### 7. FOUR YEAR PLAN PROGRESS REPORT

Robin Strang advised that a Project Board has been set up to drive the implementation of the Four Year Plan and that it meets fortnightly.

**Decision: To note progress**

#### 8. SCOTLAND'S MENTAL HEALTH CHARTER FOR PHYSICAL ACTIVITY AND SPORT (REP-0761)

Robin Strang presented Scotland's Mental Health Charter for Physical Activity and Sport and recommended that WLL sign up to it with a view to submitting an action plan which would be brought back to the board for approval.

**Decision: It was agreed that WLL sign up to the Charter, RS and that an action plan is submitted for Board approval.**

#### 9. WEST LOTHIAN CYCLE CIRCUIT (REP-0762)

Linlithgow Community Development Trust is proposing to build a closed loop cycle circuit in the park next to Xcite Linlithgow. Robin explained how the circuit may look and advised that the Development Trust have raised more than half of the funds required to build the facility. The Trust have approached WLL to operate the facility on its behalf and a proposed service level agreement and appropriate management fee will be brought to a future board meeting for consideration.

Robin also advised that he has been approached to become

a Trustee of the Charity 'West Lothian Cycle Circuit' which will oversee the development and operation of the project and asked the Board if his appointment could be approved.

**Decision: Directors approved that West Lothian Leisure becomes a member organisation of West Lothian Cycle Circuit and that Robin is appointed as a Trustee of the Charity.**

10. DIRECTORS PORTAL

Mark took Trustees through instructions on how to log in to the Board Xcite Team Area on our website and advised that the Board agenda and papers will be available seven days prior to each meeting on a password protected portal which is now up and running. If anyone has any questions on this they can contact Mark directly and he will explain further.

11. AOCB

There was no additional business.

12. Dates of Next Meetings

**Board Meeting:** Thursday 25<sup>th</sup> October 2018, 6.30pm at Head Office, Bathgate.

**Audit and Finance Sub-Committee:** Wednesday 28<sup>th</sup> November 2018, 6.30pm at Head Office, Bathgate.