

MINUTES of the MEETING of the BOARD OF DIRECTORS of WEST LOTHIAN LEISURE LIMITED held within Head Office, Bathgate Leisure Centre on Thursday 25th October 2018.

Present – Cindy Brook (Chair), Bev Greer, Robert Montgomery, Tony Sharkey, Paul Williams, Karen Anderson, Cllr Tom Kerr, Cllr Chris Horne.

Apologies – Cllr Andrew Miller, Cllr Angela Doran, Cllr Harry Cartmill.

In Attendance – Robin Strang, Mark Chambers, Billy Key, Eric Stafford, Andrew Heron, Will Reeves (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 two additional items to be advised at the end of the meeting.
3. DECLARATIONS OF INTEREST
There were no declarations of interest.
4. MINUTE OF THE BOARD MEETING ON 13th September 2018
The minute of the Board Meeting held on 13th September 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 ANNUAL GENERAL MEETING ON 13th September 2018
The minute of the Annual General Meeting on 13th September 2018 was accepted as a true and accurate record, there were no matters arising.

Decision: The minute was accepted as a true and accurate record.
6. HEALTH & SAFETY SIX MONTH REPORT (REP-0766)
Will Reeves, interim Health & Safety Compliance Manager, presented the six month report on Health & Safety. He highlighted Director's responsibilities and circulated a copy of the Institute of Directors/HSE guide, *Leading Health & Safety at Work* for Trustees and Senior Managers.

Decision: To note the report and that a full year report will be presented to the Board in April 2019.

PERFORMANCE REPORT: APRIL to SEPTEMBER 2018 (REP-0764)

7. Finance

Andrew Heron reported that although we are facing a challenging time we have had a positive start in the first 6 months of 2018/19 and are projecting a modest year-end surplus.

Performance Dashboard

Robin Strang went through the performance dashboard which shows non finance performance indicators.

Operations

Billy Key outlined the operations content of the Performance Report.

He advised that WLL will be submitting a tender to Historic Environment Scotland for continued access to Linlithgow Loch for water sports and we should know by the end of November if we have been successful.

Business Development

Mark Chambers advised that our October promotion gave us 870 new membership sales, which was on target.

He advised that the Bookings App, which his team have been working on, has now been launched and will be promoted extensively.

HR and Training

Eric Stafford went through the HR report highlighting sickness absence and employee turnover rates.

Strategic Risks

Robin reported on the risks to the delivery of the business plan.

Decision: To note the report.

8. FOUR YEAR PLAN PROGRESS REPORT (REP-0765)

Robin presented a report updating Directors on the implementation of the Four Year Plan, providing responses to the Council Executive's decisions on the six asks and presenting a revised three year savings plan from 2019/20.

Decision: To note the position and that it will be reported to council officers on 29 October.

9. BUSINESS PLANNING DAY 2018 (REP-0767)

The draft agenda for the Business Planning day to be held at Howden Park Centre on 5th December 2018 was given to all Trustees. This year the meeting will focus on the implementation of the Four Year Plan to bring WLL back to financial sustainability.

10. AOCB

Cindy advised that this is Eric Stafford's final board meeting with WLL and she extended thanks to him on behalf of the Board for the significant contribution he has made to the organisation over the last 20 years.

Robert Montgomery advised that he is be stepping down from the Board and that Tom Carr-Pollock would take over as Trade Union Representative from the next Board meeting.

11. Dates of Next Meetings

Audit and Finance Sub-Committee: Wednesday 28th November 2018, 6.30pm at Xcite Bathgate.

Business Planning Day 2018: Wednesday 5th December 2018, 2pm, at Howden Park Centre

Board Meeting : Thursday 13th December 2018, 6.30pm at Head Office, Bathgate