

MINUTES of the MEETING OF THE BOARD OF DIRECTORS of WEST LOTHIAN LEISURE HELD by IN PERSON ON THURSDAY 15th September 2022 @ 6.30PM.

Present: Cindy Brook (Chair); Sergio Tansini; Beverley Greer; Cllr Tom Conn; Cllr Peter Heggie, Cllr Danny Logue, Suzanne McAdam.

Apologies: Gillian Hentges, Robert Young (West Lothian Council)

In Attendance – Karen Wernham; Mark Chambers; Andrew Heron; Alan Colquhoun (West Lothian Council)

1.	<p>QUORUM</p> <p>The Chair advised that a quorum was present and that the meeting could proceed as planned.</p>	
2.	<p>ADDITIONAL OR ANY OTHER COMPETENT BUSINESS TO BE CONSIDERED AT THE END OF THE MEETING</p> <p>No additional business raised</p>	
3.	<p>DECLARATIONS OF INTEREST</p> <p>West Lothian Council - Councillors standing declaration of interest</p>	
4.	<p>MINUTES OF THE BOARD MEETING HELD ON 30 JUNE 2022 & SPECIAL BOARD MEETING 17 AUGUST 2022.</p> <p><u>Matters arising:</u></p> <ul style="list-style-type: none"> • No matters arising <p><u>Decision:</u> The minutes were accepted as a true and accurate record.</p>	
5.	<p>MINUTES OF THE AUDIT & FINANCE SUB-COMMITTEE ON 17 AUGUST 2022</p> <p><u>Matters arising</u></p> <ul style="list-style-type: none"> • No matters arising <p><u>Decision:</u> The minutes were accepted as a true and accurate record</p>	

6.	<p>PERFORMANCE REPORT: TO JULY 2022 FOR FINANCIAL PERFORMANCE AND FOR NON-FINANCIAL PERFORMANCE (REP-0925)</p> <p><u>CHIEF EXECUTIVE REPORT</u></p> <p>In absence of the Chief Executive Karen Wernham gave a verbal update on Winchburgh and shared photo images of the facilities available at the new venue.</p> <p>Phase 1 of opening on 1st October for club access and the learn to swim programme. Phase 2 the gym opening planned from 3rd January</p> <p>Learn to swim teachers remains the biggest risk in relation to causing disruption to the programme. Alternative recruitment techniques engaging more with potential candidates through social media and S6 pupil engagement suggested.</p> <p><u>FINANCIAL PERFORMANCE</u></p> <p>The Head of Finance presented the Performance to 31st July 2022.</p> <p>The report incorporates a forecast year end position. This shows a slightly improved position (£119k deficit) compared to the budgeted £247k deficit. A summary of the main changes compared to budget are discussed and included;</p> <ul style="list-style-type: none"> • The forecast shortfall of £202k against budget for the membership income as result of the cost of living crisis is more than offset by the increased PPV income forecast (£444k). • The increase in catering income is offset by the corresponding increase in purchases and the reduced profit margin due to the increase in the food prices. • Room letting has been revised downwards based on year-to-date performance. • We have generated £41k of other income as a result of the sale of equipment from Low Port and securing additional funding from WLC for Bikeability. • Gas costs are forecast to increase significantly (£223k in the current financial year) as our existing contract comes to an end. The move to the Scottish Government contract significantly reduced the impact. • The maintenance forecast includes some essential items of planned maintenance we had initially assumed would be funded from the WLC capital budget. WLC have confirmed there is no capital funding available this year, as is likely to be the case in future years. • The loss on disposal budgeted at £287k has been removed from the forecast as the value of gym equipment was written down in 2021-22. <p><u>COMPANY GOALS AND KPI'S</u></p> <p>KPI's presented by exception and updates against each of the five company goals.</p> <p>Highlights included:</p> <ul style="list-style-type: none"> • New Health & Wellbeing Manager interviews • Coaching occupancy has increased by 1% to 90% overall. • NPS up 19% against the national average • Attendance at 79% of 2019 levels • New www.westlothianleisure.com website going to tender after brief has been issued to suppliers.
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	<ul style="list-style-type: none"> • Membership numbers for August encouraging with a new increase of 624 members after accounting for cancellations. • Property – Whitburn pool leaks resolved and Linlithgow air handling unit now available. The pool will be closed for 3 weeks to enable works to happen. • Gym procurement orders placed and installs currently on schedule to be complete before Christmas to maximise the new membership sales in January. • WLC commissioned conditions survey of full estate progressing well. • HR – sickness absence rates below target and staff turnover down slightly. • <p>RISK Key risks highlighted as outlined in the report</p> <p><u>Decision:</u> To note the performance report to date</p>	
10.	<p>AOCB The chair highlighted the lack of Board directors due to two SNP Councillors not been appointed and the trade union Rep vacancy still exists which leaves the Board at risk of being inquorate for future meetings.</p>	
11.	<p>CONFIDENTIAL BUSINESS</p> <p>No business</p>	
12.	<p>FUTURE MEETING DATES, TIMES AND VENUES</p> <p>The dates for the next scheduled Audit and Finance Sub Committee and Board Meetings which will be held @ Head Office, Bathgate (in person but video call in facilities are available).</p> <p>Audit and Finance Sub Committee: Monday 14th November 2022 at 5.30 pm</p> <p>Board Meeting: Thursday 15th December 2022 at 5.30pm</p>	