

MINUTES of the MEETING OF THE BOARD OF DIRECTORS of WEST LOTHIAN LEISURE HELD IN PERSON ON THURSDAY 19<sup>th</sup> SEPTEMBER 2024 **6.30PM**.

**Present:** Sergio Tansini (Chair), Craig Campbell, Gillian Hentges, (online), Cllr Danny Logue, Michelle Chambers-Cran,

**Apologies:** Beverley Greer, Suzanne McAdam, Cllr Tom Conn, Kim Walker, West Lothian Council Representative.

**In Attendance** – Ben Lamb, Mark Chambers, Andrew Heron, Karen Wernham, Susie Crawford, Ian Richardson (Item 6 only), Ian Mclean (Item 1-6 only).

1.	<b>QUORUM</b>  The Chair advised that a quorum was not present due to 4 absent board members. As per the Articles of Association (point 20.2), a quorum of 5 was agreed by unanimous decision of the directors. The meeting could proceed as planned.	
2.	<b>ADDITIONAL OR ANY OTHER COMPETENT BUSINESS TO BE CONSIDERED AT THE END OF THE MEETING</b>  None	
3.	<b>DECLARATIONS OF INTEREST</b>  No declarations of interest were received.	
4.	<b>MINUTES OF THE BOARD MEETING HELD ON 16<sup>th</sup> MAY 2024</b> The minutes were accepted as a true and accurate record.	
5.	<b>MINUTES OF THE AUDIT AND FINANCE COMMITTEE HELD ON 7<sup>TH</sup> AUGUST 2024</b> The minutes were accepted as a true and accurate record.	
6.	<b>PERFORMANCE DEEP DIVE: XCITE OUTDOORS</b>  Ian Richardson, The Outdoor Programme Manager, presented an overview of the services provided by the Xcite Outdoors team, including current challenges and future opportunities.  Questions were asked around the opportunities to expand the First Aid training courses (particularly for children), further engagement opportunities within schools, birthday parties and corporate days.	
7.	<b>2023/24 REVIEW – A YEAR OF REAL IMPACT (REP-0968)</b>  The Chief Executive provided a high-level overview of performance 12 months after rationalisation of venues, highlighting the most significant achievements/challenges and the impact these have had on the business and its stakeholders.  The report highlighted some successes and challenges against our business, our communities and our people.	

	<b>Decision: Board noted the report and update.</b>	
8.	<p><b>PERFORMANCE REPORT (REP-0969)</b></p> <p><u>CHIEF EXECUTIVE REPORT</u></p> <p>The Chief Executive highlighted this was the first reporting period in which we are evaluating progress against the 2024/25 strategic priorities.</p> <p>Notable highlights included Xcite Bathgate's padel court performance, Xcite Linlithgow's new gym extension, and the latest Xcite colour run at Xcite Broxburn. An update on risk and any notable changes was also highlighted.</p> <p><u>FINANCIAL PERFORMANCE</u></p> <p>The management accountant presented the performance to end July 2024, noting current financial risks, detailed income and expenditure performance (including venue specific performance) and the cash flow forecast.</p> <p><u>PERFORMANCE AGAINST COMPANY GOALS &amp; HIGHLIGHTS REPORT</u></p> <p>Improving access to community spaces through increased learn to swim delivery within secondary schools and an increase in community events (such as the colour run and open days).</p> <p>Growing new business through developing new sources of organic income (such as Padel tennis, academy badminton and coaching programmes) as well as growing grants and funding income with new funding noted.</p> <p>Improving lives and communities through health and wellbeing services, including the new menopause women's health programme, increasing awareness of our charitable status through a new website and being shortlisted for 2 national awards.</p> <p>Improving the customer experience by investing in our people following staff survey feedback, improving customer service through our new service standards and continuing to focus on increasing member retention.</p> <p>Sweat our assets by investing in areas such as the new Xcite Whitburn and Xcite Bathgate gym extensions, new Padel tennis court and further feasibility at other sites.</p> <p><b>Decision: Board noted the performance update</b></p>	
9.	<p><b>DATA PROTECTION REVIEW (REP 0970)</b></p> <p>The Head of Corporate Services presented the data Protection Review which has been undertaken and measures implemented to help maximise data protection/security within the organisation.</p> <p><b>Decision: Board noted the report</b></p>	

10.	<p><b>FUTURE MEETING DATES (REP 0971)</b></p> <p>Dates of future meetings from Feb 2025 to September 2025 were recommended to directors for approval.</p> <p><b>Decision: Board approved the future meeting dates.</b></p>	
11.	<p><b>AOB</b></p> <p>None</p>	
12.	<p><b>DATE OF NEXT MEETINGS</b></p> <p><b>Audit and Finance Sub Committee:</b> (3.30pm Head Office)</p> <ul style="list-style-type: none"> <li>• Wednesday 6<sup>th</sup> November 2024</li> <li>• Wednesday 22<sup>nd</sup> January 2025</li> </ul> <p><b>Board</b> (5.30pm Head Office)</p> <ul style="list-style-type: none"> <li>• Thursday 12<sup>th</sup> December 2024</li> <li>• Thursday 20<sup>th</sup> February 2025</li> </ul>	