

**LIVE ACTIVE LEISURE LIMITED BOARD  
MINUTES OF THE MEETING OF THE BOARD OF LIVE ACTIVE LEISURE  
Held on Thursday, 24<sup>th</sup> October 2024 at 5.00pm, Dewars Centre.**

**Present:**

Company Directors

Mr D MacLehose, Councillor B Brawn, Mr I Collins, Councillor S Carr, Mrs L Scott, Dr D Carey, Mr G McKenna, Mr G Clark

Company Officers

Mr P Cromwell (LAL Chief Executive Officer), Mr G Watson (LAL Director of Operational Services), Mrs D Gaffney (LAL Head of Corporate Support Services), Ms V Haston – (LAL Head of Finance), Mr A Brown (LAL Head of Contracts & Compliance), Miss G Edwards (LAL Board and Committee Administrator)

PKC Officers

Mr D Littlejohn

Mr D MacLehose followed by Mr I Collins in the Chair.

1 **Apologies**

Apologies were received on behalf of:

Company Directors - Mr D McKelvey

PKC Officers - Mrs K Johnston

2 **Declarations of Interest**

Directors were reminded of their statutory duty to declare any financial and non-financial interests they may have in the items of business for consideration, identifying the relevant agenda item and the nature of their interest, in accordance with the Conflict-of-Interest Policy.

There was no Declarations of Interest.

3 **Annual Accounts and Report by Chairman**

The Head of Finance introduced the highlights of the Azets Audit Report. The report was a positive reflection on the Company's financial arrangements. Key areas noted include:

**Resolved:**

Directors agreed the Annual Accounts for LAL and LALT

Mr P Cromwell assumed the role of Chair of the meeting

4 **Live Active Leisure Board – Retiral of Independent Directors**

In terms of Article of Association 54, two Independent Directors shall retire at each Accounts Sign-off Board Meeting, but each of them shall, providing he/she is willing to act, be eligible for re-appointment.

In terms of Article of Association 55 the Independent Directors to retire at each Accounts Sign-off Board Meeting, shall be those who have been longest in office since they were last

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appointed or re-appointed, if three or more Independent Directors were last appointed or re-appointed on the same date, the question of which of them are to retire shall be determined by some random method.

Dr D Carey, and Ms L Scott will therefore fall due to retire by virtue of their seniority. They are eligible for re-election.

## 5 **Appointment of Independent Directors**

### **Resolved:**

Dr D Carey, and Ms L Scott were re-elected.

## 6 **Appointment of Chair**

The Board is required to appoint a Chairperson of the Board in terms of Articles of Association 62-64.

The Chief Executive thanked Mr D Maclehose for his contribution to the Company as both a Director and as the Chair.

Mr D Maclehose had advised prior to the meeting of his intention not to seek re-election as Chair and to retire from the Board

Mr I Collins was proposed as chair.

### **Resolved:**

Mr I Collins was elected.

## 7 **Appointment of Vice Chair**

The Board is required to appoint a Vice-Chairperson of the Board in terms of Article of Association 62.

Dr D Carey, and Ms L Scott were proposed as Vice Chairs

### **Resolved:**

Dr D Carey, and Ms L Scott were elected as the Vice Chairs.

Note: \*The Chair and Vice Chairs appointed above will also serve as the Chair and Vice Chairs of the Live Active Leisure Trading Board

Mr I Collins took over as Chair of the meeting

## 8 **Appointment of Auditors**

Azets are contracted as the Company's auditors for the financial year 2024/25, this is the second year of a three-year contract.

## 9 **Minutes**

The minutes of the Board meeting on 5<sup>th</sup> September 2024 were approved.

## 10 **Matters Arising**

**Update on Equal Pay Review** – This review continues to progress, the work which has been completed to date suggests that the risk is low, however further analysis will be completed including discussions with the other ALEO's. Directors have agreed provision within Company Reserves.

**Transition Funding** – The Company has sent correspondence to Mr T. Glen regarding the costs of transitioning facilities from Bell's Sports Centre to Dewars Centre.

**Update on Portal for Directors to access information** – This has now been completed, and the Portal will be used to share relevant information going forward.

**Breadalbane Staffing / Recruitment Challenge** – This is an ongoing challenge with revised operating hours being developed and put in place until the end of the year. This should provide some programme and service stability to staff and customers. Recruitment and training opportunities continue to be progressed.

**Rugby Club Pavilion/Bells Car park** – covered in Agenda point 13.1

## 11 Committee Updates

### 11.1 Finance and Governance Committee

The Finance and Governance Committee meeting was held on the 26<sup>th</sup> September and covered the following areas:

- There has been a reduction in income, in the month of July customer generated income was 77% of budget and year to date was 82% of budget. Although income from swimming lessons is in line with expectations, casual swimming at Perth Leisure Pool income has fallen well short of the budget for the month at £98k.
- Income from casual swimming at Perth Leisure Pool is significantly below the budget for July. The casual swimming usage for July was 23,317 compared to 40,599 for the same month in the previous year. This is likely due to the impact of the reopening of Olympia and reduced 'features' availability at PLP.
- At the end of July, the Company (excluding funded activities) has a deficit of £-178 which is aligned with the forecast budgeted position. The delay to the opening of the new health and fitness facilities (July to September) has been considered with additional commitment of Company Reserves.
- The opening of the new facilities at Dewars Centre took place on Saturday 21st September, the launch was successful with positive feedback, work is now progressing on refurbishing the changing rooms. (also refer to Company Projects report Agenda item 12.2)
- Scheme of Delegation / Delegated Authority. The Director of Operations / Marketing and Communications Manager authorisation levels on spending has been increased reflecting appropriate level of 'spend' limits to the post requirements.

## 12 Reports for Information

### 12.1 Festive Operating Hours

The Director of Operational Services provided details of the draft festive period operating arrangements, the Company's Venues and Services offer during the festive period have evolved and been refined over the years through a combination of factors including trends, historical arrangements, usage and the impact of budget requirements. In recent years the Company have offered reduced opening hours at a limited number of venues which reflect the demand in those areas.

### 12.2 Company Projects

The Director of Operational Services gave an update on the Company's current projects:

- PKC Transformation Review of Leisure Assets

- Outcomes from the PKC meeting on 4<sup>th</sup> September 2024
  - The new PH20 venue will be built on the current Thimblelow car park.
  - On completion of the PH20 facility new social and/or affordable housing will be developed on the existing Perth Leisure Pool site.
  - It was agreed that there is no viable or sustainable business case for the inclusion of ice in the PH20 base case or the Council's wider sport and leisure offer.
  - The option of continuing the delivery of ice facilities at the Dewars Centre by interested community groups to be explored.
  - The next stage of design work is to progress with the options and costs for inclusion of leisure water to be explored.
  - Community consultation to take place in relation to the repurposing of Bell's Sports Centre for future use.
  - Following the Council meeting an officer led Project Board has been established, with an initial meeting completed.
  
- The environmental and building performance survey works (commissioned by PKC) continue to progress at Live Active Loch Leven and Strathearn venues. Reports should be available in late November.
  
- ALEO Transformation Review
  - Key areas of progress over this period include;
    - Meeting diarised with representatives from ALEO's to discuss 'sustainability'
    - The project manager job description approved by all four partners; post has now been advertised. Interviews are scheduled in November.
    - The first meeting of the project team has taken place, key areas of discussion included the project manager role, consultancy support, communications and timescales for completion of the options appraisal.
  
- Dewars Fitness Development:
  - The new Dewars Fitness gym and studios successfully opened as planned on the 21<sup>st</sup> September. It is estimated that around 400 people attended the opening day including existing members along with new members. The new gym and studios have been positively received, only negative feedback has been principally relating to the current lack of changing facilities.
  - The launch campaign commenced 3 weeks before the opening date, this included emails, social media, website and the app
  - Initial Performance – the initial performance is looking positive; data was provided to the board for the first 3 weeks of the Dewars Centre gym and fitness studios compared to the same timeframe when the comparable facilities opened at Bells Sports Centre
  - Changing Provision – This is targeted to be completed towards the end of December but is subject to supply time for specific materials.

- Bell's Sports Centre: The decommissioning and Company's exit from Bell's Sports Centre has progressed as planned. The Company continue to utilise the centre for storage of a small amount of sports equipment as agreed with the Council.
- Blairgowrie Recreation Centre Development – The construction of the new Blairgowrie Recreation Centre is reaching its final stages with internal fit out and equipment install being the current focus.

Official handover of the new venue to Perth and Kinross Council is programmed for the 9<sup>th</sup> December, with an anticipated opening to the public in early January 2025. The intervening period will provide opportunity for handover meetings, snagging, decanting from the old recreation centre and establishing operating procedures and protocols and delivering staff training and familiarisation sessions.

### 12.3 Committee Structure

The Chief Executive gave an update on the Directors Committee representation because of recent changes to the Company's Board of Directors. The Company's Committee structure plays a vital role in the effectiveness of the Board, directors are appointed to the various committees based on a range of factors including skills, experience and abilities.

Changes made include:

- Mr D MacLehose and Councillor B Leishman have been removed.
- Mr I Collins has been added to Nominations
- Mr D McKelvey has been added to Finance and Governance
- Councillor S Carr has been removed from Finance and Governance and added to HR and Property and Environment

#### **Resolved:**

Directors all agreed to the updated committee representation.

## 13 Reports for Decision

### 13.1 Bell's Sports Centre – Asset Transfer

The Chief Executive gave an update on the legal ownership of the Bells Sports Centre 'Pavilion' area and small sections of the venue car park.

The Pavilion is currently sub leased by LAL to Perthshire Rugby Club, there are no obvious benefits to the Company retaining a Landlord /owner position. The risks and disbenefits of retaining the asset are significant and include ongoing costs and responsibilities including insurance, utility charges and maintaining the premises in good and substantial repair and condition

The renunciation of the Bell's lease and transfer of ground relating to the 'Pavilion', 'Store' and 'car park' spaces to Perth and Kinross Council will remove all Company Liability, the *existing lease arrangements* in relation to PKRFC will be retained, with the Landlord responsibility transferring to Perth and Kinross Council.

#### **Resolved:**

The Directors agreed to instruct the Company's legal advisers to progress the transfer of title and 'renunciation' of the lease relating to the Bell's Sports Centre including Pavilion / store and Parking spaces

**13.2 Draft Budget 2025/2026** - Presentation provided on the Company's high level draft budget for 25/26. A second refined draft budget will be provided at the Board meeting in December.

**Resolved:**

The Directors agreed to receive a further update to the 2025/26 Budget at the Board meeting in December.

14 **AOCB**

**Strike Action** – There is currently impact to Company activities at PKC Community Campuses due to strike action. All pre booked block bookings and instructor led activities can take place but casual bookings will be disrupted. This is an ongoing situation that will be monitored on a day-to-day basis.

**Good Governance Award** – This is an OSCR recognised award that the Company has been working through and has successfully completed. The assessment covered all aspects of the Company's governance arrangements, an action plan has been developed to ensure continuous improvements are implemented.

**Retirement of the Chair – Mr D MacLehose** – Mr I Collins presented the outgoing Chair with a gift and thanked him for his work and dedication to the Company as both a Director and Chairperson.

**Directors Recruitment** – The Company requires two independent directors and a nominated PKC Cllr to reach the full Board complement. Recruitment is ongoing and the Nominations Committee will be formed when suitable applications are received. Additionally, it is anticipated that Council will nominate a councillor to join the Board at their forthcoming meeting.

15 **Date of Next Meeting** – 12<sup>th</sup> December 2024

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