

**A MEETING of the LIVE ACTIVE LEISURE LIMITED BOARD
will be held in the Hay Suite, Dewars Centre, Glover Street, Perth
on Thursday, 26 April 2018 at 5.00 pm**

A G E N D A

1 **Presentation:** Perth Cycle Network (Michael Morgan, Regeneration Projects Officer, The Environment Service, PKC)

2 **Apologies**

3 **Declarations of Interest**

Directors are 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.

4 **Minutes**

(i) Board Meeting of 15 February 2018 (copy enclosed)

5 **Matters Arising**

- (i) Matters Arising Update/Actions Report (enclosed)
- (ii) Any Other Matters Arising

6 **Reports for Information:**

- Marketing & Sales Progress Report
- Pay Gender Gap Report

7 2018/19 Revenue Budget Update – Verbal Update

8 PKC Scrutiny Committee Update – Verbal Report

9 General Data Protection Regulations Update – Report No LAL/18/07

10 Property & Environment Committee Update – Report No LAL/18/08 – **Late Report**

11 **Presentation:** Safeguarding Arrangements

12 **Presentation:** Economic Impact Reports

13 AOCB

14 Date of Next Meeting – Thursday, 21 June 2018

LIVE ACTIVE LEISURE LIMITED

MINUTES OF THE MEETING OF THE BOARD OF LIVE ACTIVE LEISURE HELD IN THE HAY SUITE, DEWAR'S CENTRE, GLOVER STREET, PERTH ON THURSDAY, 26 APRIL 2018 AT 5.00 PM

Present:

Mr M Robinson, Mr D Longmuir, Ms M Colvin, Mrs L Hudson, Mr G Bannerman, Mr I Collins, Mr D MacLehose and Councillors G Laing and A Forbes.

Mr P Cromwell (Chief Executive), Mr J Moyes (Chief Executive Officer), Mrs F Cameron (Director of Finance), Mr G Watson (Director of Operational Services), Mrs K Nicol (Head of Business Planning & Development), Mrs D Gaffney (Head of Corporate Support Services), Mr D Thompson (Technical Services Manager) and Mrs H Fairweather (Board Administrator).

In Attendance: Mr G Boland (Senior Business & Resource Manager, PKC).

Mr Robinson in the Chair

1 PRESENTATION: Mr Michael Morgan, Regeneration Projects Officer, the Environment Service, Perth & Kinross Council provided a presentation on the Perth Cycle Network Scheme being developed across Perth with regards to Cycling Routes, Cycling Infrastructure and ways in which LAL may link and support future plans in Perth.

2 APOLOGIES

Apologies were received on behalf of Mr C Allan and Councillor W Robertson.

The Chair introduced and welcomed the Company's two new Directors to the Board.

3 DECLARATIONS OF INTEREST

There were no other declarations of interest.

4 MINUTES

4.1 Minutes of the Board Meeting of 15 February 2018

The Minutes of the Board Meeting of 15 February 2018 were submitted, approved as a correct record and authorised for signature.

5 MATTERS ARISING

5.1 Matters Arising Update/Actions Report

5.1.1 Item 1 – Marketing & Sales Progress Report. The Head of Business Planning & Development reported that a date had been set in early May for a Services & Communications Meeting to be held. An Update Report will be provided to the Board at its next meeting in June.

5.1.2 Item 8 – 2018 Charges Review. The Head of Business Planning & Development reported the increased charges agreed had been introduced as of 1st April 2018 with no negative reaction. Some positive reaction has been received regarding the Company's decision to freeze charges for all children's activities in 2018-19.

- 5.1.3 Item 10 – Review of Pay & Grading & Management Structure Update – The Chief Executive referred to the one outstanding action being the vacant SMT post and reported that interviews were presently taking place and that an appointment was expected to be made.
- 5.1.4 Item 14 – Perth & Kinross Sports Awards. The Chief Executive reported the Company worked in partnership with the Sports Council and that the event showcased local sports personalities. It was agreed the venue and event was excellent this year.
- 5.2 Any Other Matters Arising
None

6 PRESENTATION: SAFEGUARDING ARRANGEMENTS

The Technical Services Manager as the Child Protection Officer for LAL provided a presentation on the Company's Safeguarding Arrangements.

7. REPORTS FOR INFORMATION

7.1 MARKETING & SALES PROGRESS REPORT

A report by the Chief Executive Officer for information was submitted and noted to provide Directors with an update on marketing activity for the fourth quarter of 2017-18. The Head of Business Planning and Development reported it had been a very successful year with an increase in corporate communications and partners.

7.2 PAY GENDER GAP REPORT

A report by the Chief Executive Officer for information was submitted and noted to provide Directors with information in line with the Company's statutory requirement to produce and report the Company's Gender Pay Gap.

8 2018-19 REVENUE BUDGET UPDATE – VERBAL REPORT

The Director of Finance reported due to the postponement of the Council's Budget Meeting to the following week, the Company's Board Meeting had been held prior to PKC's Meeting and that the requirement for a Special Board Meeting to discuss the outcome of the Council Budget Meeting had not been necessary due to the budget outcome.

9 PKC SCRUTINY COMMITTEE UPDATE – VERBAL REPORT

The Chief Executive reported that he, the Chair and Mr Moyes had attended Scrutiny Committee. The Company submitted a pack covering the three areas required for discussion and received very positive feedback. It was noted the Company are required to attend Scrutiny Committee again in November 2018.

10 GENERAL DATA PROTECTION REGULATIONS UPDATE

A report by the Chief Executive Officer (LAL/18/07) was submitted and noted to provide Directors with an overview of work being undertaken to ensure organisational preparedness for the commencement of the new General Data Protection Regulations (GDPR) which come into force on 25th May 2018.

It was agreed this subject would be taken forward at the Company's next HR Committee Meeting to be held in June 2018 with regards to any staff training required.

Resolved:

- i. Trustees agreed to note and agree the content of the report

- ii. Trustees agreed to receive 6-monthly progress reports
- iii. Trustees agreed that GDPR impact be included on the Company's Risk Register as appropriate

11 PROPERTY & ENVIRONMENT COMMITTEE UPDATE

A report by the Chief Executive Officer (LAL/18/08) was submitted and noted to provide Directors with a summary update following the meeting of the Property & Environment Committee on Thursday, 19 April 2018.

The Director of Operational Services reported following a presentation by Council Officials to the Council's EOT, a joint PKC/LAL PH₂O Working Group had been formed. A market appraisal will be commissioned jointly to ensure the original layout/activities continues to reflect current trends. It is now critically important the PH₂O project is considered at PKC's Capital Review Meeting in June to ensure the project is progressed with no further delays.

Resolved:

- i. Trustees noted the key points, particularly those in Section 5 of the report, as agreed by the Property & Environment Committee
- ii. Trustees agreed the Chairman write on behalf of the Company, to the Leader of the Council, to seek assurance that PH₂O will be considered for support and progression at the Capital Review meeting of the Council in June 2018, given the increasingly time-critical nature of the project
- iii. Trustees agreed the letter in (ii) above from the Company to the Council highlight:
 - The potential disruptive impact on service provision and use of available resources if PH₂O is not progressed and/or if a commencement date is not established
 - The considerable and widespread benefits to be realised by PH₂O, providing a 'win/win' for the whole of Perth and Kinross
- iv. Trustees agreed the Property & Environment Committee be remitted to further progress, on behalf of the Board, any reasonable actions required in support of the progression of PH₂O and other priority projects

12 PRESENTATION: ECONOMIC IMPACT REPORT

The Head of Business Planning & Development provided a presentation on the Company's Economic Impact Report. This report will be the focus of the Company's corporate communications over the next few weeks.

13 ANY OTHER COMPETENT BUSINESS

13.1 Social Prescribing Stakeholder Event

The Chief Executive stated he and the Partnership & Funding Manager had attended the NHS Social Prescribing Service Event to engage with key stakeholders and reported that it was a very interesting and positive event. LAL will continue to play an important role providing physical activity.

13.2 Trust Collaboration

The Chief Executive reported CPK, Horsecross and LAL will continue to collaborate, with key members of teams visiting all venues to ensure cross-selling, provide disaster recovery and HR support, etc.

13.3 LAL/PKC Strategic Role

The Chief Executive stated there were significant changes within PKC and that it was unknown who would be providing the strategic role for LAL in the future.

13.4 Perthshire Rugby Football Club Project

The Chief Executive reported the Company had been working on a proposed joint Strength & Conditioning project at Bell's Sports Centre with Perthshire Rugby Club and that full funding for the project had now been confirmed which is very positive.

13.5 Development of Chief Executive Officer Role

The Chief Executive reported as part of his induction into the Chief Executive role there were now dates in the diary to meet with all political groups and with the Chief Executive of an external funding partner.

13.6 Social Enterprise Mark

The Head of Business Planning & Development reported the Company had been successful in renewing the Social Enterprise Mark for 2018 and that LAL's submission had been shortlisted as a finalist for the Social Enterprise Awards, with the winner to be announced in June.

13.7 Climate Change Report

Mr Moyes (CEO) reported that the Company had progressed the development of a Climate Change Report under the guidance of Keep Scotland Beautiful. LAL are the first Trust to have completed the reporting cycle in Scotland.

13.8 Perth City Development Board

The Chair reported he was a member of the Perth City Development Board and the Tay City Cities Deal was now moving into the second phase.

14 DATE OF NEXT LAL BOARD MEETING

Thursday, 21 June 2018 at 5.00 pm