

**A MEETING of the LIVE ACTIVE LEISURE LIMITED BOARD
will be held in the Hay Room, Dewars Centre, Glover Street, Perth
on Thursday, 30 August 2018 at 5.00 pm**

A G E N D A

1 Apologies

2 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.

3 Minutes

(i) Board Meeting of 21 June 2018 (copy enclosed)

4 Matters Arising

4.1 Matters Arising Update/Actions Report (enclosed)

4.2 Any Other Matters Arising

5 Reports for Information:

- Services & Communications Committee Update
- Finance & Governance Committee Update

6 Verbal Update:

- Meeting with PKC Leader

7 Q1 Business Performance Report – Report No LAL/18/17

8 Capital Projects Update Report – Report No. LAL/18/18

9 AOCB

- Proposed Board Meeting Dates for 2019
- Vice Chairman Vacancy
- Perth & Kinross Move More Launch Event

10 Date of Next Meeting – Thursday, 25 October 2018

LIVE ACTIVE LEISURE LIMITED

MINUTES OF THE MEETING OF THE BOARD OF LIVE ACTIVE LEISURE HELD IN THE HAY SUITE, DEWARS CENTRE, GLOVER STREET, PERTH ON THURSDAY, 30 AUGUST 2018 AT 5.00 PM

Present:

Mr M Robinson, Mr D Longmuir, Mr G Bannerman, Mrs L Scott and Councillors G Laing and B Brawn.

Mr P Cromwell (Chief Executive), 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 A Brown (Head of Contracts & Compliance), and Mrs H Fairweather (Board Administrator).

In Attendance: There was no representation from PKC.

Mr Robinson in the Chair

Welcome: Mr Robinson welcomed Lynsey Scott to the Board as a Director for HR.

1 APOLOGIES

Apologies were received on behalf of Mrs M Colvin, Mr D MacLehose, Mr I Collins, Mr C Allan and Councillor W Robertson and Mr G Boland (Senior Business & Resource Manager, PKC).

2 DECLARATIONS OF INTEREST

There were no other declarations of interest.

3 MINUTES

3.1 Minutes of the Board Meeting of 21 June 2018

The Minutes of the Board Meeting of 21 June 2018 were submitted, approved as a correct record and authorised for signature.

4 MATTERS ARISING

4.1 Matters Arising Update/Actions Report

4.1.1 Item 1 – Company Business Risk Profile Update – Actions completed. Amended Company Business Risk Register to be presented at October Board Meeting.

4.1.2 Item 3 – Perth & Kinross Capital Review – The Chairman and Chief Executive wrote and met with the Leader of the Council to express the Boards disappointment regarding the withdrawal of funding for the PH₂O Project.

4.1.3 Item 4 - 2018/19 Budget Update – The Chief Executive reported the Company had started the process for the renegotiation of its contract with PKC.

4.2 Any Other Matters Arising
There were no other matters arising.

5 REPORTS FOR INFORMATION

5.1 SERVICES & COMMUNICATIONS COMMITTEE UPDATE

A report by the Chief Executive Officer for information was submitted and noted to provide Directors with a brief update to the Board on the Services and Communications Committee held on Wednesday 15 August 2018.

5.2 FINANCE & GOVERNANCE COMMITTEE UPDATE

A report by the Chief Executive Officer for information was submitted and noted to provide Directors with an update to the Board on the Finance & Governance Committee held on Monday, 13 August 2018.

The meeting covered a number of matters with actions resulting from the meeting to be taken forward. The key areas discussed were around the PKC/LAL Contract, PH₂O and Asset Management. PH₂O and Asset Management will be discussed at the Property & Environment Committee Meeting to be held in September.

6 VERBAL UPDATE – MEETING WITH PKC LEADER OF THE COUNCIL

The Chief Executive reported that he and the Chairman had met with the Leader of the Council regarding the Council's decision to withdraw the £5m previously allocated for the realisation of the PH₂O project to ascertain the Council's position with regard to the project and if possible obtain an end date for the project. The Council Leader confirmed the Council was supportive of the project however the Council is awaiting the announcement of the Tayside City Deal which has been delayed, prior to making any further decisions with regard to capital projects.

7 Q1 BUSINESS PERFORMANCE REPORT

A report by the Chief Executive Officer (LAL/18/17) was submitted and noted to provide Directors with an outline of the Company's performance for the Q1 period ending 30 June 2018.

The Director of Finance reported Q1 had been impacted by the good summer weather with a decline in usage and along with fixed staff costs, had also impacted on the start of Q2. In addition, the unplanned works on the flumes at Perth Leisure Pool at the beginning of the summer holidays had also had a negative impact. The Company will now look at areas of spend for the remainder of the financial year to achieve budget.

Catering and the Trading Company continue to perform below budget and prior year and as previously agreed a detailed report will be presented to the Board in October.

The Business Planning and Development Manager reported marketing campaigns were in place to support identified areas of concern and that locality meetings would be taking place over the next few months which would include all Business Stream Managers.

The Chief Executive reported a series of robust meetings/workshops had now commenced with PKC to discuss the services required within a new contract proposition.

Resolved:

- (i) Directors noted the financial performance of Q1
- (ii) Directors agreed to receive a more detailed report on Catering to be presented at the October Board Meeting

8 CAPITAL PROJECTS UPDATE REPORT

A report by the Chief Executive Officer (LAL/18/18) was submitted and noted to provide Directors with a brief update in relation to the Company's Capital Projects and those with a significant impact on Live Active Leisure.

The Director of Operational Services reported a joint LAL/PKC PH₂O market re-appraisal had commenced and that the Company were working with the consultants. A draft report is expected to be made available by the end of November which might provide different options for consideration.

The Director of Operational Services reported the replacement dome roof works were going well and should any Director wish the chance to view the roof space this could be organised whilst the works are taking place.

Resolved:

- (i) Directors agreed to receive further verbal updates in relation to the key projects referred to in the report
- (ii) Directors agreed to relevant reports being submitted to the Property & Environment Committee for consideration

9 ANY OTHER COMPETENT BUSINESS

9.1 Proposed Meeting Dates for 2019.

The proposed Board Meeting Dates for 2019 previously circulated were accepted.

9.2 Vice Chairman Vacancy

The Chairman stated there is a vacancy for a Vice Chairman of the Board and should any Director be interested to contact him.

9.3 Perth & Kinross Move More Launch Event

The Launch of the Perth & Kinross Move More project took place on the 14 August 2018. The event was very well attended by partners and stakeholders with positive feedback received.

9.4 SRC 20th Birthday Celebrations – 1st September 2018 and Bell's Sports Centre 50th Birthday Celebrations – 8 September 2018

A range of activities have been organised for Live Active Strathearn's 20th Birthday Celebrations on the 1st September and Bell's Sports Centre's 50th Birthday Celebrations on 8 September. All Directors are welcome to attend.

9.5 Pitlochry Running Festival – 16 September 2018

The Pitlochry Running Festival will take place on 16 September with both a 10k and a 5k event. This event has grown significantly over the past few years and is a very positive event for the Company.

10 DATE OF NEXT LAL BOARD MEETING

Thursday, 25 October 2018 at 5.00 pm