

**A MEETING of the LIVE ACTIVE LEISURE LIMITED BOARD
will be held in the Hay Suite, Dewars Centre, Glover Street, Perth
on Thursday, 13 December 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 25 October 2018 (copy enclosed)

4 Matters Arising

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

5 Reports for Information:

- Property & Environment Committee Update
- Service & Communication Committee Update
- Gender Pay Gap Report

6 Verbal Updates:

- PKC Scrutiny Committee
- 2019/20 Revenue Budget Update
- LGPS Review Update

7 Health & Safety Joint Consultative Committee Report – Report No LAL/18/19

8 Q2 Business Performance Report - Report No LAL/18/20

9 AOCB

- Directors Recruitment
- Horizon 2020 Project

10 Date of Next Meeting – Thursday, 21 February 2019

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, 13 DECEMBER 2018 AT 5.00 PM

Present:

Mr M Robinson, Mr D Longmuir, Mr G Bannerman, Mrs M Colvin, Mr D MacLehose, Mr I Collins, Mr C Allan and Councillors W Robertson, 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 Nichol (Head of Business Planning & Development), Mr A Brown (Head of Contracts & Compliance), Mrs G McShea (Partnership & Funding Manager) and Mrs H Fairweather (Board Administrator).

In Attendance: Ms F Robertson - Head of Culture & Community Services, PKC

Mr Robinson in the Chair

1 APOLOGIES

Apologies were received on behalf of Mrs L Scott and Mrs D Gaffney (Head of Corporate Support Services).

2 DECLARATIONS OF INTEREST

There were no other declarations of interest.

3 MINUTES

3.1 Minutes of the Board Meeting of 30 August 2018

The Minutes of the Board Meeting of 25 October 2018 were submitted, approved as a correct record and authorised for signature.

Mr McLehose referred to Item 10.3 – Finance and Governance Committee Meeting Update and requested that the word 'whether' on the last line of the last paragraph be changed to 'how', which was agreed.

4 MATTERS ARISING

4.1 Matters Arising Update/Actions Report

- 4.1.1 Item 2 – Finance & Governance Committee. The Chief Executive Officer reported that the request for a one-year extension to the Company’s contract had been successful and that workshops with PKC were continuing to discuss the services required in a new contract.

Priority for the Company is to progress with the joint Strategic Business Review early in the New Year with completion by the end of May 2019.

- 4.1.2 Item 3 - Catering Performance. The Chief Executive Officer reported the review of Catering Provision was ongoing and that a report will be presented to the Board in February.

- 4.1.3 Item 5 – Breadalbane Swimming Pool Closure. The Chief Executive Officer reported work was progressing and on target for completion prior to Christmas. Communication with members and users put in place along with compensation for members.

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

5 REPORTS FOR INFORMATION

5.1 PROPERTY & ENVIRONMENT COMMITTEE UPDATE

A report by the Chief Executive Officer was submitted and noted for information to provide Directors with an update to the Board on the Property & Environment Committee Meeting held on Monday, 19 November 2018.

The Director of Operational Services reported the Property & Environment Committee had discussed and considered the following matters; PH₂O Project and Bell’s Sports Centre Feasibility Study.

The Director of Operational Services reported tender information had been issued for Intrusive Property Condition Surveys to be carried out with the closing date for receipt of tenders prior to Christmas.

The Director of Operational Services reported that following a recent meeting with the Gannochy Trust to discuss the proposed plan for a Feasibility Study to be undertaken for the development of Bell’s Sports Centre, it was agreed consultation will take place with users, clubs and Governing Bodies as part of the study. The Company to report back to the Gannochy Trust in the New Year regarding how the Feasibility Study will be delivered.

The Director of Operational Services stated the PH₂O Draft Market Re-appraisal Report had been considered by the Property & Environment Committee with the Report to be finalised prior to the end of the year. The Company are now working with PKC colleagues on how best to progress the project going forward to the next stage, although potentially in a reduced format.

5.2 SERVICE & COMMUNICATION COMMITTEE MEETING UPDATE

A report by the Chief Executive Officer was submitted and noted for information to provide Directors with an update to the Board on the Service & Communication Committee held on 21 November 2018.

The meeting covered a number of matters with actions resulting from the meeting to be taken forward. The key areas discussed were Business Development, Marketing and Sales and Retention issues/topics.

Quarter 2 updates were provided for Fitness, Sport, Wellbeing and Marketing including progress against annual targets and future focus. A verbal report was given by the Partnership and Funding Manager.

The Head of Business Planning & Development reported the appointment of a Sales Advisor was already having a positive impact with regards to retention.

It was noted that the proposal for the introduction of a Direct Debit for swim lesson membership had been agreed.

5.3 **GENDER PAY GAP REPORT 2018**

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

6 **VERBAL UPDATES**

6.1 **PKC SCRUTINY COMMITTEE**

The Chief Executive reported the Company had been invited to attend Scrutiny Committee on Wednesday, 28 November 2018 and that Mr Longmuir had kindly attended along with the Chief Executive Officer. Specific areas were focussed on followed by a number of questions with positive feedback received on the organisation.

6.2 **2019/20 REVENUE BUDGET UPDATE**

The Chief Executive Officer reported as agreed at the last Board Meeting the Company had submitted its proposal along with an accompanying letter.

The Council's Budget Meeting will take place on 20th February 2019 following which confirmation of the Company's budget will be received.

6.3 **LGPS REVIEW UPDATE**

The Director of Finance reported the Scottish Local Government Pension Scheme Advisory Board are undertaking a review of the structure of the Scottish Local Government Pension Scheme at the request of the Scottish Government Cabinet Secretary for Finance and Constitution. The review currently out for consultation is being managed by the Pensions Institute. The objective of the consultation is to establish the views of employers and employee representative groups on whether outcomes for the members and sponsors of the SLGPS can be improved by altering the structure of the scheme.

The Head of Corporate Support Services and Director of Finance attended a seminar hosted by Tayside Pension Fund to discuss the consultation and the response being submitted by Dundee City Council and at which individual stakeholders were also encouraged to provide a response to the consultation.

The Finance & Governance Committee agreed the Company should submit a response to the consultation prior to 7 December 2018.

7 HEALTH & SAFETY JCC UPDATE

A report by the Chief Executive Officer (LAL/18/19) was submitted and noted to provide Directors with an update following the Health & Safety JCC Committee Meeting held on 1 November 2018.

The meeting covered a number of matters with actions resulting from the meeting to be taken forward. The key areas discussed were Management of Unacceptable Behaviour and Exclusions Policy; Staff Health & Safety Opinion Survey 2018; and QLM Venue Audit 2018.

The Head of Contracts & Compliance reported the Management of Unacceptable Behaviour and Exclusions Policy formalises the process the Company already follows and ensures consistency across the Company.

The Head of Contracts & Compliance reported there was generally a positive trend in the responses to the majority of questions within the Staff Health & Safety Opinion Survey and that the questions and terminology within the survey are to be reviewed prior to the next survey being carried out.

It was noted QLM™ Leisuresafe audits were conducted in April/May 2018 with all seven LAL facilities scoring over 80% which is extremely positive for the Company and a credit to all facilities. The Chairman thanked all staff for their commitment to health and safety across the Company.

Resolved:

- (i) Directors noted the commitment from staff across the Company with regard to Health & Safety
- (ii) Directors agreed the Management of Unacceptable Behaviour and Exclusions Policy

8 Q2 BUSINESS PERFORMANCE REPORT

A report by the Chief Executive Officer (LAL/18/20) was submitted and noted to provide Directors with an outline of the Company's performance for the Q2 period ending 30 September 2018.

The Director of Finance reported it had continued to be a challenging second quarter for the Company. Close monitoring of income and expenditure is ongoing and planned spends are being reviewed to ensure that every effort is made to achieve the budget set for the year.

Resolved:

- (i) Directors noted the financial performance for Q2.

9 ANY OTHER COMPETENT BUSINESS

- 9.1 Directors Retirement – The Chairman reported that Mr Bannerman was retiring from the Board and thanked him for all his support over the years and wished him well for the future.

- 9.2 Directors Recruitment – The Chief Executive Officer stated there was now a vacancy on the Board and that the Company will endeavour to recruit a new Director with the remit of communications and marketing in the New Year.
- 9.3 Vice Chairman of the Board – The Chairman stated he was delighted to report that Mr Longmuir had agreed to become Vice Chairman of the Board.
- 9.4 Horizon 2020 Project – The Chairman reported an opportunity has arisen with regard to a Biomass and Bio-waste Power project in Perth. The District Heating project is first and foremost a project for consideration by PKC. Should the project develop it will be considered by the Board at their next meeting along with any decisions required at that time.
- 9.5 Data Breach - The Director of Finance stated a reportable incident had occurred within the Company's IT system which is managed by PKC. The Company has now received an Incident Form from PKC and a meeting will take place to discuss and establish the reasons for the incident.
- 9.6 Company Employee Development Day – The Chief Executive reported the Company's Employee Development Day will take place on Monday, 17 December 2018. There are two main themes for the day which are Increasing Staff Awareness of the Company's Business Streams and Mental Health & Wellbeing. The Chairman will open the day in the morning and Mrs Scott (HR Director) will attend the Rewards and Recognition event in the afternoon. All Directors are welcome to attend and the Board Administrator to circulate the programme of events to all Directors.
- 10 DATE OF NEXT LAL BOARD MEETING**
Thursday, 21 February 2019 at 5.00 pm