

**A MEETING of the LIVE ACTIVE LEISURE LIMITED BOARD
will be held in the Gannochy Suite, Dewars Centre, Glover Street, Perth
on Thursday, 15 February 2018 at 5.15 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 14 December 2017 (copy enclosed)

4 **Matters Arising**

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

5 **Reports for Information:**

- Health & Safety JCC Committee Update
- Marketing & Sales Progress Report
- Property Asset Management Strategy Update
- HR Committee Update
- General Data Protection Regulations - Update
- Year of Young People 2018 – LAL
- PKC Scrutiny Committee Update – Verbal Report
- Utilities Procurement Update – Verbal Update

6 2018/19 Revenue Budget Update – Verbal Update

7 Q3 Business Performance Report - Report No LAL/18/01

8 Capital Projects Update – Report No LAL/18/02

9 2018 Charges Review – Report No LAL/18/03

10 HMRC Minimum Living Wage Assessment – Report No LAL/18/04 – **To be tabled**

11 Review of Pay & Grading and Management Structure Update – Report No LAL/18/05 -
CONFIDENTIAL

12 AOCB

13 Date of Next Meeting – Thursday, 26 April 2018

Please contact the Secretary and Board Administrator on 01738 454609
or HFairweather@liveactive.co.uk for further information.

LIVE ACTIVE LEISURE LIMITED

MINUTES OF THE MEETING OF THE BOARD OF LIVE ACTIVE LEISURE HELD IN THE GANNOCHY SUITE, DEWARS CENTRE, GLOVER STREET, PERTH ON THURSDAY, 15 FEBRUARY 2018 AT 5.15 PM

Present:

Mr M Robinson, Mr C Allan, Mr D Longmuir, Ms M Colvin and Councillors G Laing and A Forbes.

Mr J Moyes (Chief Executive Officer), Mr P Cromwell (Head of Operations), Mrs F Cameron (Financial Controller), Mrs K Nicol (Business Planning & Marketing Manager), Mr G Watson (Contracts & Projects Manager), Mrs D Gaffney (HR & Admin Manager) and Mrs H Fairweather (Board Administrator).

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

Mr Robinson in the Chair

1 APOLOGIES

Apologies were received on behalf of Mrs L Hudson, Mr G Bannerman and Councillor W Robertson

2 DECLARATIONS OF INTEREST

There were no other declarations of interest.

3 MINUTES

3.1 Minutes of the Board Meeting of 14 December 2017

The Minutes of the Board Meeting of 14 December 2017 were submitted, approved as a correct record and authorised for signature.

4 MATTERS ARISING

4.1 Matters Arising Update/Actions Report
None

4.2 Any Other Matters Arising

4.2.1 Item 6 – Scrutiny Committee. The Chief Executive reported that he and Mr Longmuir, who had attended on behalf of the Board, presented for the Company the Council's Scrutiny Committee with positive feedback received.

5 REPORTS FOR INFORMATION

5.1 HEALTH & SAFETY JCC COMMITTEE UPDATE

A report by the Chief Executive Officer for information was submitted and noted to provide Directors with an update following the Health & Safety JCC Committee Meeting held on 7 December 2017.

5.2 **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 third quarter of 2017-18.

5.3 **PROPERTY ASSET MANAGEMENT STRATEGY UPDATE**

A report by the Chief Executive Officer for information was submitted and noted to provide Directors with an update on the Company's Property Asset Management Strategy. The Head of Operations reported this matter would be discussed at the next Property and Environment Committee in March following which a full report would be presented to the Board.

5.4 **HR COMMITTEE UPDATE**

A report by the Chief Executive Officer for information was submitted and noted to provide Directors with an update following the HR Committee Meeting held on 19 January 2018.

5.5 **GENERAL DATA PROTECTION REGULATIONS – UPDATE**

A report by the Chief Executive Officer for information was submitted and noted to provide Directors with a brief update on the Company's preparations for the implementation of the General Data Protection Regulations. It was agreed a further report be presented to the Board at its next meeting.

5.6 **YEAR OF YOUNG PEOPLE 2018**

A report by the Chief Executive Officer for information was submitted and noted to provide Directors with information regarding LAL's commitment to the 2018 Year of Young People.

5.7 **UTILITIES PROCUREMENT UPDATE – VERBAL REPORT**

The Financial Controller provided a verbal update on the Company's decisions for the supply of utilities as agreed by the Finance & Governance Committee.

6 **2018-19 REVENUE BUDGET – VERBAL REPORT**

The Chief Executive Officer reported the Council's Budget Meeting had been postponed until the 21st February 2018 due to the sudden and sad death of the Council Leader. The Chief Executive Officer proposed that if the outcome is as indicated within the Company's Contract and Budget Submission there would be no requirement for the Board to hold a Special Meeting. However, if there are additional budget impacts that affect services, venues and staff, a Special Board Meeting will be required.

Resolved:

- (i) Directors agreed to the above proposal

7 **Q3 BUSINESS PERFORMANCE REPORT**

A report by the Chief Executive Officer (LAL/18/01) was submitted and noted to provide Directors with an outline of the Company's performance for the Q3 period ending 31 December 2017.

The Financial Controller reported Q3 had performed slightly ahead of budget however challenging income targets had not been fully met in some areas however this had been offset

by controlled expenditure. Despite the above, the Company's full year budgeted outturn remains.

Resolved:

- (i) Directors noted the content of the report

8 CAPITAL PROJECTS UPDATE

A report by the Chief Executive Officer (LAL/18/02) 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 Contracts & Projects Manager provided an update on the ongoing engagement with the Council in seeking to progress the PH₂O project.

The Contracts and Projects Manager referred to the works to be undertaken at Bell's Sports Centre and the Tender Report provided by Hardies. Directors discussed aspects of the project. Following further discussion, it was agreed the Contracts & Projects Manager would report information regarding the project to the Finance & Governance Committee.

The Contracts & Projects Manager referred to the PH₂O Project and requested it be incorporated within the Property & Environment Committee's remit.

Resolved:

- (i) Directors agreed to receive further verbal updates in relation to the key projects referred to in the report
- (ii) Directors agreed to engage with the Council in developing a way in which the PH₂O project can be delivered and that the project governance be realigned to the Property & Environment Committee

9 2018 CHARGES REVIEW

A report by the Chief Executive Officer (LAL/18/03) was submitted and noted to provide Directors with a number of recommended changes to the Company's charges.

Resolved:

- (i) Directors agreed in principle to the increased prices as identified in Section 5.3 of the report
- (ii) Directors agreed the proposed increase in charges be introduced from 1st May 2018

10 HMRC MINIMUM LIVING WAGE ASSESSMENT

A report by the Chief Executive Officer (LAL/18/04) was submitted and noted to provide Directors with a brief summarised update following an HMRC Minimum Wage Assessment and outlines resultant action.

It was confirmed the Company would be adopting the Voluntary Living Wage as of April 2018 which is extremely positive.

Resolved:

- (i) The Board agreed the actions outlined within the report
- (ii) The Board agreed the preparation of a media statement with a strong positive emphasis on the Company's record and proposed adoption of the Voluntary Living Wage from April 2018
- (iii) Directors agreed the Company's Council Client representative be advised.

11 REVIEW OF PAY & GRADING AND MANAGEMENT STRUCTURE UPDATE – CONFIDENTIAL

12 ANY OTHER COMPETENT BUSINESS

- 12.1 Director Recruitment – The Chief Executive reported the Company's Nomination Committee had met with and recommended the appointment of two new Directors to the Sole Member who had agreed their appointment.
- 12.2 Leader of Perth & Kinross Council – The Chief Executive Officer confirmed he had written to PKC to send the Company's and Board's condolences following the sudden and sad death of the Leader of the Council. The Chief Executive & Depute Chief Executive had also attended the funeral on behalf of the Company.
- 12.3 HMRC – The Financial Controller reported the Company had undergone a VAT inspection with a positive outcome.
- 12.4 Dewars Centre – It was noted that the BBC had filmed part of the One Show at the Dewars Centre as part of their UK tour.
- 12.5 Safeguarding Policy – The Chief Executive Officer reported OSCR had contacted all Scottish Charities regarding safeguarding of employees, staff and volunteers to ensure Trustees are informed and are robust on this matter. The Company is extremely diligent and proactive with significant procedures and policies in place. It was agreed a brief update presentation be provided to the Board at its next meeting.
- 12.6 Perth & Kinross Sports Awards – Date for the Diary - The Chief Executive Officer reported the Perth & Kinross Sports Awards would be held on Friday, 16 March 2017 at the Dewars Centre.
- 12.7 Company Development Day – The HR & Administration Manager reported over 250 staff attended the event with three excellent speakers. Three Directors attended the event which was positively received by staff. Positive feedback has been received regarding both the Development Day and the Rewards & Recognition Ceremony.

13 DATE OF NEXT LAL BOARD MEETING

Thursday, 26 April 2018 at 5.00 pm