

**A MEETING of the LIVE ACTIVE LEISURE LIMITED BOARD
will be held in the Hay Suite, Dewars Centre, Glover Street, Perth
on Thursday, 21 June 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 26 April 2018 (copy enclosed)

4 Matters Arising

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

5 Reports for Information:

- HR Annual Report
- Health & Safety JCC Committee Update
- Company Annual Training & Development Date
- Services & Communications Committee Update
- HR Policy Update

6 Company Strategic Risk Profile Update – Report No LAL/18/09

7 Health & Safety Annual Report – Report No LAL/18/10

8 Company Business Plan Update – Report No LAL/18/11

9 Sports & Active Recreation Initiatives Annual Report – Report No LAL/18/12 - **CONFIDENTIAL**

10 External Funding for Wellbeing Projects Annual Report – Report No LAL/18/13

11 Q4 Business Performance Report - Report No LAL/18/14

12 2018/19 Budget Update - Report No LAL/18/15

13 Verbal Report – PKC Capital Review

14 Capital Projects Update - Report No LAL/18/16

15 AOCB

16 Date of Next Meeting – Thursday, 30 August 2018

BUFFET TO FOLLOW MEETING AT 6.30 PM

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, 21 JUNE 2018 AT 5.15 PM

Present:

Mr M Robinson, Mr D Longmuir, Mrs L Hudson, Mr G Bannerman, Mr C Allan, Mr I Collins, Mr D MacLehose and Councillors G Laing, W Robertson and B Brawn.

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 A Brown (Head of Contracts & Compliance), Mrs G McShea (Partnerships & Funding Manager), Mr D Thompson (Technical Services Manager) and Mrs H Fairweather (Board Administrator).

In Attendance: Mr G Boland (Senior Business & Resource Manager, PKC) and Ms F Robertson (Head of Public Service Reform, Culture and Community Development).

Mr Robinson in the Chair

1 APOLOGIES

Apologies were received on behalf of Mrs M Colvin and Councillor A Forbes.

2 DECLARATIONS OF INTEREST

There were no other declarations of interest.

3 MINUTES

3.1 Minutes of the Board Meeting of 26 April 2018

The Minutes of the Board Meeting of 26 April 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 5 – Social Enterprise 'Making a Mark' Award – The Chief Executive reported the Company had been selected as a finalist but had been unsuccessful in winning the award. The Company will ensure publicity is obtained.

4.2 Any Other Matters Arising

Item 13.3 - LAL/PKC Strategic Role – Councillor Laing enquired whether a decision had been made as to who would be providing the strategic role for LAL within PKC in the future. Mr Boland reported discussions were ongoing and at present it was 'status quo'

5 REPORTS FOR INFORMATION

5.1 **HUMAN RESOURCE ANNUAL UPDATE**

A report by the Chief Executive Officer for information was submitted and noted to provide Directors with a one-year summary profile of Human Resource information in relation to key activities for the period 1 April 2017 – 31 March 2018.

5.2 **HEALTH & SAFETY JCC 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 19 April 2018.

5.3 **COMPANY ANNUAL TRAINING AND DEVELOPMENT DAY**

A report by the Chief Executive Officer for information was submitted and noted to provide Directors with information on the proposed arrangements for the Annual Training & Development Day.

5.4 **SERVICES & COMMUNICATIONS COMMITTEE UPDATE**

A report by the Chief Executive Officer for information was submitted and noted to provide Directors with an update following the Services & Communications Meeting held on 9 May 2018.

5.5 **HR POLICY REVIEW UPDATE**

A report by the Chief Executive Officer for information was submitted and noted to provide Directors with details of the proposed revised Policies and Procedures as part of the ongoing development of the Company's HR Policies and Procedures.

6 **COMPANY BUSINESS RISK PROFILE UPDATE**

A report by the Chief Executive Officer (LAL/18/09) was submitted and noted to provide Directors with details of the biannual self-assessment of the Company's Business Risk Profile carried out by Senior Company Managers as part of the Company's approach to good governance and the management of risk for the financial year 2018-2019.

Resolved:

- (i) Directors agreed to remit Strategic Risk Management to the Finance & Governance Committee
- (ii) Directors agreed amendments would be required due to the significant changes to the funding profile for PH₂O and that an amended Risk Register be presented to the Board at their next meeting in August for consideration
- (iii) Directors agreed to support the Risk Management process identified in 5.6 of the report

7 **HEALTH & SAFETY ANNUAL REPORT 2017-18**

A report by the Chief Executive Officer (LAL/18/10) was submitted and noted to provide Directors with an update and document the achievements and progress made in Health and Safety during the reporting period.

The Board thanked the Technical Services Manager for all his hard work over the years.

Resolved:

- (i) Directors noted the progress made during the period April 2017 – March 2018
- (ii) Directors agreed the Health & Safety targets for the period April 2018 – March 2019

8 **COMPANY BUSINESS PLAN UPDATE**

A report by the Chief Executive Officer (LAL/18/11) was submitted and noted to provide Directors with a summary in relation to the Company's Business Plan 2017-18 and to present the priorities and outcomes identified for the 2018-19 Business Plan.

Resolved:

- (i) Directors noted the progress realised against the 2017/18 Business Plan
- (ii) Directors agreed the priorities and outcomes to shape the development of the Company's proposed Business Plan objectives and actions for 2018/19

9 SPORT AND ACTIVE RECREATION INITIATIVES – GANNOCHY TRUST 2016-17 ANNUAL REPORT - CONFIDENTIAL

A report by the Chief Executive Officer (LAL/18/12) was submitted and noted to allow Directors to consider the Annual Report submitted to the Gannochy Trust outlining the progress and achievements across a variety of Sports Related Initiatives and Cricket Development. This report covers the final year of the current 3-year support agreement that will be considered in June by the Gannochy Trustees as a condition of their Annual Review process.

Resolved:

- (i) Directors noted the considerable progress achieved during the year for the Sports Initiatives and Cricket Development
- (ii) Directors recognised the invaluable support received from the Gannochy Trust

10 EXTERNALLY FUNDED WELLBEING INITIATIVES 2017 -2018 REPORT

A report by the Chief Executive Officer (LAL/18/13) was submitted and noted to provide Directors with an overview of the range and scale of impact of Wellbeing Programmes and Projects made possible with the direct support of external funding.

The report summarises the impact of principal initiatives in support of local health and social needs and inequalities made possible because of the financial contribution of key partners and funders and illustrates the benefits of a mixed funding approach to the development, delivery and sustainability of programmes that enhance the local offer and compliment the core services we deliver.

Resolved:

- i. Directors acknowledged the progress made in this area of LAL's business
- ii. Directors noted the continuing success of securing external funding to support this area of business
- iii. Directors acknowledged the support provided by Company funders

11 PKC CAPITAL REVIEW – VERBAL REPORT

The Head of Public Service Reform, Culture and Community Development provided an update to the Board regarding decisions made at the recent Council's Capital Review meeting which has had a detrimental effect on funding for the Company's PH₂O project.

The Head of Public Service Reform, Culture and Community Development stated the Council still have a very keen interest in the PH₂O project.

Resolved:

- (i) The Chairman and Chief Executive to meet with the Leader of the Council
- (ii) The Chairman and Chief Executive to write a letter to the Council expressing the Company's disappointment
- (iii) A joint press statement to be discussed

- (iv) A report to be presented to the Property & Environment Committee outlining the different scenarios for PLP/DC and contingency planning, etc.

Ms Robertson & Mr Boland left the meeting at this point

12 CAPITAL PROJECTS UPDATE

A report by the Chief Executive Officer (LAL/18/16) 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 the Dome Roof works were going well and were ahead of schedule due to the good weather.

Resolved:

- (i) Directors agreed to receive further verbal updates in relation to the key projects referred to in the report
- (ii) Directors agreed to continue to engage with the Council in developing a way in which the PH₂O project can be delivered

13 Q4 BUSINESS PERFORMANCE REPORT

A report by the Chief Executive Officer (LAL/18/14) was submitted and noted to outline the Company's performance for the Q4 period ending 31 March 2018.

Resolved:

- i. Directors noted the content of the report

14 2018/19 BUDGET UPDATE

A report by the Chief Executive Officer (LAL/18/15) was submitted and noted to provide Directors with an update to the Board of the Company's Budget position for 2018-19.

The Director of Finance reported the Company are now in the process of looking at the future contract proposition with PKC and require early dialogue with PKC to agree the level and nature of strategic venue and service provision going forward prior to the budget process commencing in September.

Resolved:

- (i) Directors agreed to the utilisation of reserves to be used for 2018-19 as identified in Section 5 of the report.
- (ii) Directors agreed the Chief Executive write to request early engagement with the Council's representative to establish arrangements for the requirements of the Company's next Contract Proposition
- (iii) Directors agreed the Finance & Governance Committee be remitted to consider and progress the development of the Company's Contract Proposition with reference to the Full Board at key stages

15 ANY OTHER COMPETENT BUSINESS

- 15.1 New PKC Chief Executive – Councillor Laing suggested the Company should endeavour to meet with the new Council Chief Executive as soon as possible following commencement of her post.
- 15.2 The Chief Executive informed the Board that the Strathearn Aquathlon would take place at Strathearn over the weekend should any Director wish to attend.
- 15.3 Perthshire Rugby Football Club – The Chief Executive reported the proposed joint Strength & Conditioning project at Bell's Sports Centre with Perthshire Rugby Club was progressing well and that a Communications Plan was now in place.
- 15.4 Board Member Changes – The Chairman stated Councillor Angus Forbes had now stepped down as a Director of LAL and thanked him for his work on the Board. The position had now been filled by Councillor Brawn.

Mrs Leigh Hudson will be stepping down as a Director and Vice Chair of the Board and the Chairman thanked Mrs Hudson for her invaluable commitment and work on the Board over the past few years. The Chairman stated the Company now required to elect a Vice Chair and asked Directors to consider this position going forward.

- 15.5 Chief Executive Retiral - The Chairman stated this was Mr Moyes' last Board Meeting. The Chairman on behalf of the Board thanked Mr Moyes for his commitment to the Company over the past thirty years and stated that it was testament to his hard work that the Company was in such a good position going forward. Mr Moyes thanked the Chairman, the Board, previous Chairs and Directors of the Company and the Senior Management Team for their support and wished the Company well for the future.

16 DATE OF NEXT LAL BOARD MEETING
Thursday, 30 August 2018 at 5.00 pm