

**A MEETING of the LIVE ACTIVE LEISURE LIMITED BOARD  
will be held in the Hay Suite, Dewars Centre, Glover Street, Perth  
on Thursday, 14 December 2017 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 26 October 2017 (copy enclosed)

**4 Matters Arising**

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

**5 Reports for Information:**

- Community Consultation Update
- Utilities Procurement Update – Verbal Report

**6 Barclay Review of Business Rates – Update – Report No LAL/17/24**

**7 2018/19 Revenue Budget Preparation Update – Report No LAL/17/25**

**8 Q2 Business Performance Report - Report No LAL/17/26**

**9 Capital Projects Update – Report No LAL/17/27**

**10 Review of Pay & Grading and Management Structure Update & Presentation – Report No LAL/17/28 - **CONFIDENTIAL- LATE REPORT****

**11 AOCB**

- Directors Recruitment Update
- Scrutiny Committee Update

**12 Date of Next Meeting – Thursday, 22 February 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, 14 DECEMBER 2017 AT 5.00 PM

#### **Present:**

Mr M Robinson, Mrs L Hudson, Mr C Allan, Mr D Longmuir, G Bannerman, M Colvin and Councillors G Laing, W Robertson 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), Mr 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 Councillor A Forbes and Councillor G Laing.

#### **2 DECLARATIONS OF INTEREST**

There were no other declarations of interest.

#### **3 MINUTES**

##### **3.1 Minutes of the Board Meeting of 26 October 2017**

The Minutes of the Board Meeting of 26 October 2017 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 7 – PKC Reviews/Information Requests - The Chief Executive reported the Company were still awaiting a calendar of information requests from PKC which will allow the Company to plan more effectively.

4.2 Any Other Matters Arising

4.2.1 Item 12 – Capital Projects Update – The Chief Executive provided a verbal update on current capital projects and initiatives.

## **5 REPORTS FOR INFORMATION**

### **5.1 COMMUNITY CONSULTATION UPDATE**

A report by the Chief Executive Officer for information was submitted and noted to provide Directors with an update on the Community Consultation process which took place during October and November 2017.

### **5.2 UTILITIES PROCUREMENT UPDATE – VERBAL REPORT**

The Financial Controller provided a verbal update on ongoing discussions with the Council and will now also further explore energy prices/suppliers with a view to contract commencement as of 1<sup>st</sup> April 2018. Discussions with the Council's representative to also continue.

## **6 BARCLAY REVIEW OF BUSINESS RATES - UPDATE**

A report by the Chief Executive Officer (LAL/17/24) was submitted and noted to provide Directors with an update in relation to the Barclay Report and its specific reference and recommendations with a potential impact on the Company as a ALEO (Arm's Length External Organisation) and services provided.

### **Resolved:**

- (i) Directors noted and welcomed the decision taken by the Scottish Government's Finance Secretary in relation to the rates relief remaining in place for qualifying facilities operated by ALEO's and acknowledge the support received from other organisations and individuals for Live Active Leisure and other such ALEO's.

## **7 2018-19 REVENUE BUDGET PREPARATION UPDAGTE- CONFIDENTIAL**

Enclosed separately

## **8 Q2 BUSINESS PEFORMANCE REPORT**

A report by the Chief Executive Officer (LAL/17/26) was submitted and noted to provide Directors with an outline of the Company's performance for the Q2 period ending 30 September 2017.

**Resolved:**

- (i) Directors noted the content of the report

**9 CAPITAL PROJECTS UPDATE**

A report by the Chief Executive Officer (LAL/17/27) 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

**Resolved:**

- (ii) Directors agreed to receive further verbal updates in relation to the key projects referred to in the report
- (iii) Directors noted the increasing projects now required of the Company to maintain venues and services and to ensure unplanned loss of service or venue closure is avoided as far as is possible
- (iv) Directors agreed the Company continue to engage with the Council to seek updated clarification in respect of the PH<sub>2</sub>O project

**10 REVIEW OF PAY & GRADING AND MANAGEMENT STRUCTURE UPDATE AND PRESENTATION – STRICTLY CONFIDENTIAL**

Enclosed separately

**11 ANY OTHER COMPETENT BUSINESS**

- 11.1 Perth College UHI – The Chief Executive reported the College were now actively promoting their venue as being available to the community.
- 11.2 Scrutiny Committee – The Chief Executive reported the Company is now required to meet with PKC's Scrutiny Committee in February 2018 to review progress in relation to the Council's Annual Governance Statement.
- 11.3 Director Recruitment – The Chief Executive reported the Company had received four requests for further information.
- 11.4 GDPR and PCR – The Chairman requested that a report be presented to the Board in February 2018 for consideration prior regulations coming into force later in the year.
- 11.5 Employee Development Day – The Chief Executive invited all Directors to attend the Employee Development Day on Monday, 18 December 2017.

**12 DATE OF NEXT LAL BOARD MEETING**

Thursday, 22 February 2018 at 5.00 pm