

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, 2 MAY 2019 AT 5.00 PM

Present:

Mr M Robinson, D Longmuir, Mrs M Colvin, Mr D MacLehose, Mr C Allan, Mr I Collins, and Councillor W Robertson.

Mr P Cromwell (Chief Executive), Mrs F Cameron (Director of Finance), Mr G Watson (Director of Operational Services), Mrs D Gaffney (Head of Corporate Support Services), Mr A Brown (Head of Contracts & Compliance), Mrs G McShea (Head of Business Development) and Mrs H Fairweather (Board Administrator).

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

Mr Robinson in the Chair

PH₂O Presentation: The Head of Property, Mr Stephen Crawford, Perth & Kinross Council provided the Board with a presentation on PH₂O – HuB Experience. Following a Q&A session, Mr Robinson thanked Mr Crawford for the very informative presentation.

1 APOLOGIES

Apologies were received on behalf of Mrs L Scott and Councillor B Brawn.

2 DECLARATIONS OF INTEREST

There were no other declarations of interest.

3 MINUTES

3.1 Minutes of the Board Meeting of 21 February 2019

The Minutes of the Board Meeting of 21 February 2019 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 – Finance & Governance Committee - The Chief Executive Officer confirmed the Joint Strategic Business Review was progressing with completion expected by August 2019.

- 4.1.2 Item 2 – Property & Environment Committee – The Chief Executive Officer reported a letter had been sent to the Leader of the Council thanking PKC for the significant investment received to progress PH₂O.
- 4.1.3 Item 3 – Data Breach Update – The Chief Executive Officer reported the Company were waiting for a letter confirming a robust Data Sharing Agreement is in place between LAL & PKC.
- 4.1.3 Item 5 - Catering Review – The Chief Executive Officer reported all the new contracts had been implemented as agreed by the Board.
- 4.1.4 Item 6 - Charges Review. The Chief Executive Officer confirmed the charges increase had been implemented as of 1st May 2019.
- 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 Tuesday, 26 March 2019.

The Director of Operational Services referred to the presentation from PKC's Head of Property and stated it was very encouraging to learn how HubCo awarded contracts and appointed Design Teams for projects.

The Director of Operational Services confirmed the PH₂O project is now a joint project between PKC and LAL. A new governance structure has been put in place with various teams involved however to ensure any concerns by LAL are addressed, information and decisions made by the Senior Officer Group will be reported to the Board's Property & Environment Committee for consideration prior to agreement by the Board.

The Director of Operational Services reported the Bell's Sports Centre Feasibility Study had been presented to the Gannochy Trust and agreed. Meetings have now commenced with the consultant to take this project forward with the Gannochy Trust to be involved in the process.

The Director of Operational Services reported the Company were involved in the Blairgowrie Recreational Centre development, even though it is not a LAL project, with the Company having been consulted throughout the process.

5.2 HR COMMITTEE UPDATE – CONFIDENTIAL

Enclosed separately.

6 VERBAL UPDATE

6.1 HEALTH & SAFETY JCC MEETING UPDATE

The Chief Executive Officer reported a Health & Safety JCC Meeting had been held earlier that day, 2 May 2019.

The Head of Contracts & Compliance reported two papers had been considered being the Health & Safety Annual Report 2018/19 and the Health & Safety Staff Consultation 2019 Report. The Head of Contracts & Compliance provided a resume' of the reports and the actions agreed.

6.2 **SCRUTINY COMMITTEE - AGS**

The Chief Executive Officer reported he and the Director of Finance/DCEO had attended Scrutiny Committee on Wednesday, 17 April 2019 with focus being on ALEOs and governance arrangements. The Company completed the Annual Governance Statement which was submitted to PKC prior to the meeting and which included detailed documents as evidence.

6.3 **2019/20 REVENUE BUDGET UPDATE**

The Chief Executive Officer referred to the previous HR Committee update regarding the consequential budget impacts and reported the Company have had meetings with staff, communities, clubs and communicated with all Councillors from the wards in those areas with further meetings to be held.

The Chief Executive Officer stated the Company are to withdraw from the Community School of Auchterarder at the end of June. Perth & Kinross Council's School Lets Booking Team will offer access arrangements to the community moving forward.

The Chief Executive Officer reported all customers of the Outdoor Centres had been contacted with bookings up to the summer being honoured and information regarding other alternative centres provided for all other bookings. The Company are to withdraw from the Outdoor Centres over the summer of 2019.

Meetings with clubs regarding the Company's withdrawal from GDAA are taking place at present to ensure appropriate arrangements are put in place.

The Company are in the process of looking to improve the overall financial position of the Creche at PLP and are developing an action plan to reduce the hours available.

PKC have been very proactive with regards to the Community Halls with a Group set up to look at potential community asset transfers which is very positive.

In addition, the Company have undertaken 8 budget updates at all Company venues to update staff and provide information with regards to the PH₂O, BSC and Blairgowrie projects. These updates also provided an opportunity for the SMT to engage with staff and discuss ideas and obtain feedback.

The Director of Finance confirmed that PKC were unable to support LAL with any potential redundancy payments, however there is continued dialogue in regards to financial support in relation to first quarter costs for CSA, Kinloch Rannoch and Blackwater.

The Company's financial/budget targets remain challenging in 2019/20. All budget holders have been fully engaged in the planning process and progress over the course of the year will continue to be scrutinised and reported.

7 HR POLICIES AND PROCEDURES

A report by the Chief Executive Officer (LAL/19/04) was submitted and noted to provide Directors with an update on the HR Policies and Procedures reviewed and updated as part of a rolling review in line with good practice.

The Head of Corporate Support Services reported there were no significant changes within the context of the policies presented for consideration which the HR Committee had previously approved.

Resolved:

- (i) Directors agreed the Policies and Procedures reviewed and updated be rolled out to all staff across the Company

8 LAL BOARD COMMITTEE STRUCTURE

A report by the Chief Executive Officer (LAL/19/05) was submitted and noted to reflect the Board's stated desire to have the Company's Committees consider relevant matters that require to be progressed within tight timescales and out with the cycle of Full Board Meetings. This also reflects the role of Committees making decisions under delegated authority as required.

Committees require to be quorate to progress Company business and Directors have been initially allocated to Committees to ensure the Company can address its business needs timeously.

Where appropriate, decisions may be taken through delegated authority as agreed by the Board, or where that is not considered appropriate, a clear recommendation may be developed and presented back to the Board for consideration. This is in line with the Financial Regulations and Scheme of Delegation.

Resolved:

- (i) Directors agreed the Committee representation detailed in the report
- (ii) Directors agreed Committee representation be further reviewed following the recruitment of the vacant Board position

9 ANY OTHER COMPETENT BUSINESS

9.1 Head of Business Development – The Chairman reported that it was the last meeting of the Head of Business Development after nearly 19 years and thanked Mrs McShea for her contribution and support over the years and wished her well for the future.

9.2 Directors Recruitment – The Chief Executive Officer reported that he and Mr Longmuir (Director) had an initial meeting with a prospective Volunteer Director recommended by Mr MacLehose (Director). It was agreed to invite the candidate to attend a formal interview with the Board's Nomination Committee to progress the matter.

9.3 Directors Training -The Chief Executive Officer reported that a suggested schedule of training for Directors be undertaken to include a training session at the beginning of the next three

Board Meetings as follows: June – Charity Law/Directors Responsibilities; August – Active Schools/Community Sports Hubs; October – Insight into the Operation of a Venue. It was further agreed a visit to outlying venues be organised for Directors for later in the year.

- 9.4 Social Influencers – Mr Collins suggested the Company consider Social Influencers to promote the Company and its services. It was noted the Company does have several PH₂O Ambassadors who could be included as part of this idea.
- 9.5 Single Culture Trust – The Chairman reported he had received a letter from PKC to inform the Company that the Council were now progressing towards a Single Culture Trust.
- 9.6 Live Active Rodney 25th Anniversary – The Chief Executive Officer referred to a communication sent to all Directors regarding Live Active Rodney's 25th Anniversary celebrations to take place on Saturday, 4th May from 10am-2pm. All Directors are welcome to attend.

10 DATE OF NEXT LAL BOARD MEETING

Thursday, 20 June 2019

**A MEETING of the LIVE ACTIVE LEISURE LIMITED BOARD
will be held in the Hay Suite, Dewars Centre, Glover Street, Perth
on Thursday, 2 May 2019 at 5.00 pm**

A G E N D A

1 PH2O Presentation: Head of Property, Perth & Kinross Council

2 Apologies

3 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.

4 Minutes

- (i) Board Meeting of 21 February 2019 (copy enclosed)

5 Matters Arising

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

6 Reports for Information:

- Property & Environment Committee Update
- HR Committee Update - **Confidential**

7 Verbal Updates:

- Health & Safety JCC Meeting
- Scrutiny Committee – AGS
- 2019/20 Revenue Budget Update

8 HR Policies & Procedures - Report No LAL/19/04

9 LAL Board Committee Structure - Report No LAL/19/05

10 AOCB

- Directors Recruitment

11 Date of Next Meeting – 20 June 2019