

**A MEETING of the LIVE ACTIVE LEISURE LIMITED BOARD
will be held in the Hay Suite, Dewars Centre, Glover Street, Perth
on Thursday, 20 June 2019 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 2 May 2019 (copy enclosed)

4 **Matters Arising**

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

5 **Verbal Reports**

- Company Projects Update
- Budget Consequential Update

6 **Reports for Information:**

- Human Resources Annual Report
- Health & Safety Annual Report

7 Company Business Risk Profile Update – Report No LAL/19/06

8 Sports & Active Recreation Initiatives Annual Report – Report No LAL/19/07 - **CONFIDENTIAL**

9 Q4 Business Performance Report - Report No LAL/19/08

10 AOCB

11 Date of Next Meeting – Thursday, 24 August 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, 20 JUNE 2019 AT 5.15 PM

Present:

Mr M Robinson, D Longmuir, Mrs M Colvin, Mr D MacLehose, Mrs L Scott, Dr I Blair and Councillors B Brawn and G Laing.

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) and Mrs H Fairweather (Board Administrator).

In Attendance: Ms F Robertson - Head of Culture & Community Services, PKC and Scott Walker – Chief Accountant & PKC Client Officer for LAL

Mr Robinson in the Chair

1 APOLOGIES

Apologies were received on behalf of Mr I Collins, Mr C Allan 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 2 May 2019

The Minutes of the Board Meeting of 2 May 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 3 – Data Breach Update – Data Sharing Agreement now in place between PKC and LAL.

4.2 Any Other Matters Arising

There were no other matters arising.

5 VERBAL REPORTS

5.1 COMPANY PROJECTS UPDATE

The Director of Operational Services reported the Bell's Feasibility Study was underway with the commencement of the initial scoping meetings and gathering of information. The Stakeholder and engagement consultation process has commenced with user groups, clubs and customers either electronically or face to face.

The Director of Operational Services reported LAL were working in partnership with PKC on the ongoing PH₂O project. A consultant has now been appointed with an initial scoping meeting having taken place.

The Director of Operational Services reported the full intrusive property condition surveys had been completed and that the Company's Asset Management Plan would be updated which would be considered at the next Property and Environment Committee Meeting in July 2019.

5.2 BUDGET CONSEQUENTIAL UPDATE

The Chief Executive Officer stated the Company have had to make some challenging budget decisions with service reductions affecting some communities and staff.

The Chief Executive Officer stated the circumstances had been very challenging but had been managed extremely well.

6 REPORTS FOR INFORMATION

6.1 HUMAN RESOURCES ANNUAL REPORT

A report by the Chief Executive Officer was submitted and noted to provide the Board with a one-year summary profile of Human Resource information in relation to key activities for the period 1 April 2018 – 31 March 2019.

6.2 HEALTH & SAFETY ANNUAL REPORT

A report by the Chief Executive Officer was submitted to document the achievements and progress made in Health and Safety during the reporting period of April 2018 to March 2019.

7 COMPANY BUSINESS RISK PROFILE UPDATE

A report by the Chief Executive Officer (LAL/19/06) was submitted to provide 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 2019-2020.

The Director of Finance reported the attached Risk Register was a summary version of the Risk Register for risks that are not sitting at green and that Cyber Risk/Data Breach was a new risk.

The Head of Corporate Support Services confirmed that the Company were going through a GDPR audit to identify improvements where required.

Resolved:

- (i) Directors agreed the Business Risk Profile including the amendments highlighted in Section 5.4 and 5.5 of the report
- (ii) Directors agreed to continue to support the Risk Management process identified in 5.6 of the report

8 SPORT & ACTIVE RECREATION INITIATIVES ANNUAL REPORT - CONFIDENTIAL

Enclosed separately.

9 Q4 BUSINESS PERFORMANCE REPORT

A report by the Chief Executive Officer (LAL/19/08) was submitted to outline the Company's performance for the Q4 period ending 31 March 2019.

The Chief Executive Officer stated the 2019/20 financial year is a transitional year for the Company with a one-year extension to the contract agreed whilst a Business Review was undertaken to provide the Company with information/different scenarios to take the Company forward and assist in the development of a contract with PKC for the next three years. Once all information is gathered over the next few months the Company will be better placed to make decisions.

Resolved:

- (i) Directors noted the content of the report
- (ii) Directors noted that Live Active Leisure Limited received a gift aid payment of £10k from Live Active Leisure Trading Limited

10 ANY OTHER COMPETENT BUSINESS

- 10.1 Directors Development – Tour of Venues. The Chief Executive Officer suggested a tour around Company venues for Directors should take place during the month of September. Possible dates to be circulated to all Directors.

11 DATE OF NEXT LAL BOARD MEETING

Thursday, 29 August 2019