

**A MEETING of the LIVE ACTIVE LEISURE LIMITED BOARD
will be held in the Hay Suite, Dewars Centre, Glover Street, Perth
on Thursday, 19 December 2019 at 5.00 pm**

A G E N D A

1 PRESENTATION – Social Prescribing – Andrew Radley, Consultant Pharmacist in Public Health

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 24 October 2019 (copy enclosed)

5 Matters Arising

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

6 Reports for Information:

- Service & Communication Committee Update
- Gender Pay Gap Report
- Capital Projects Update
- Health & Safety Joint Consultative Committee Update

7 Verbal Reports:

- Energy Procurement Update
- PKC Scrutiny Committee
- 2019/20 Revenue Budget Update
- LAL Business Review Update

8 Q2 Business Performance Report - Report No LAL/19/14

9 AOCB

10 Date of Next Meeting – Thursday, 20 February 2020

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, 19 DECEMBER 2019 AT 5.00 PM

Present:

Mr M Robinson, Mr D Longmuir, Mr C Allan, Mrs M Colvin, Mr I Collins, Mr D Maclehose, Dr I Blair and Councillors B Brawn and T McEwan.

Mr P Cromwell (Chief Executive Officer), 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).

Mr Robertson chaired the meeting.

1 PRESENTATION – Social Prescribing – Andrew Radley, Consultant Pharmacist in Public Health

The Chairman welcomed Dr Radley who provided an interesting presentation on Social Prescribing.

2 APOLOGIES

Apologies were received on behalf of Councillor Grant Laing, Fiona Robertson - Head of Culture & Community Services and Mr Scott Walker – PKC Client Officer.

3 DECLARATIONS OF INTEREST

There were no additional declarations of interest.

4 MINUTES

4.1 Minutes of the Board Meeting of 24 October 2019

The Minutes of the Board Meeting of 24 October 2019 were submitted and approved as a correct record and authorised for signature.

5 MATTERS ARISING

5.1 Matters Arising Update/Actions Report

- 5.1.1 Appointment of Auditors – The Chief Executive Officer reported the Company's auditors had been informed that a re-tendering process would be undertaken prior to the next re-appointment of auditors in October 2020.

- 5.1.2 Directors Training/Facility Visits – The Chief Executive Officer stated visits to all outlying LAL venues would be organised for Directors in the spring.
 - 5.1.3 Company’s Annual Training & Development Day – The Chief Executive Officer thanked those Directors who attended on the day. Positive feedback received from the 220 staff who attended. A follow up survey to be sent out to all staff to obtain their views on the Development Day.
 - 5.1.4 Property Asset Management Plan – The Chief Executive Officer reported the works at PLP were going well however the Monkey Jungle area will require additional maintenance repairs and will remain closed until these works were completed. A four-week closure at PLP will take place during 2020 to undertake further maintenance works.
 - 5.1.5 FOI/GDPR Progress – The Head of Corporate Support Services reported that a meeting had been held with Thorntons following the review undertaken. Additional work with regards to training required at the beginning of the year.
 - 5.1.6 LAL/PKC Revenue Budget - The Chief Executive Officer reported that confirmation had been received from PKC that the Company’s Contract for Services will be extended for another year on the same terms (subject to budget outcome). A workshop will be held early in the new year to review the Company’s KPI’s to ensure they are still appropriate and relevant.
 - 5.1.7 Catering Operations – The Chief Executive Officer reported a new Catering Manager had been appointed and that catering operations and performance would continue to be monitored closely.
- 5.2 Any Other Matters Arising
There were no other matters arising.

6 REPORTS FOR INFORMATION

6.1 Services & Communications Committee Update

A report by the Chief Executive Officer for information was submitted to provide Directors with an update following the Services and Communications Committee Meeting held on 20 November 2019.

Mr Longmuir reported it had been a very positive meeting with a number of relevant updates, Social Prescribing was also discussed which will be taken forward at the next meeting to develop the Company’s position and role. It was agreed Councillor McEwan to be invited to attend future meetings to support the development of the Social Prescribing links and developing agenda.

The role of the Sales Position was discussed, it was agreed to continue with this role for a further two years. It was noted this position also focussed on retention of members and not only direct selling.

6.2 Gender Pay Gap Report

A report by the Chief Executive Officer was submitted to Directors for information in line with the Company’s statutory requirement to produce and report the Company’s Gender Pay Gap.

The Head of Corporate Support Services reported the percentage differentials were similar to the previous year with the mean gender pay gap reduced from the previous year.

The Head of Corporate Support Services stated the Company is a fair employer and is committed to the promotion of equality of opportunity in its employment practices and is confident that males and females are paid the same rate of pay for the same job role regardless of gender. Any offer of employment is based on the best applicant irrespective of gender.

6.3 Capital Projects Update

A report by the Chief Executive Officer for information was submitted to Directors to provide an update in relation to the Company's Capital Projects.

The Director of Operational Services reported that the PH₂O project continued to progress with the business model and outline design concepts currently being considered around the key components of varying scale for the project. An Elected Members briefing and a Project Progress Report to PKC's Strategic Investment Board are scheduled to take place in January 2020.

The Bell's Sports Centre Feasibility Study is progressing to design stage. The Director of Operational Services reported that general feedback received from the consultation exercise had been considered. There was a common theme that the centre was not easily accessible, principally at weekends. The Chairman requested that Board members be further consulted in relation to the project, the Director of Operations suggested that Directors be provided with the opportunity to complete the online consultation survey.

The Director of Operational Services reported that the Blairgowrie Recreation Centre project is still at design stage with a target date of December 2023 for completion.

6.4 Health & Safety Joint Consultative Committee Update

A report by the Chief Executive Officer for information was submitted to provide the Board with an update following the Health & Safety JCC Committee Meeting held on 21 November 2019.

The Head of Contracts & Compliance reported that two papers had been presented to the Health & Safety JCC Committee in November for consideration. The Health & Safety Performance Indicators report presented performance indicators for the whole Company during 2018/19 with the number of accidents and number of RIDDOR reports being very positive. Revised Performance Indicators from April 2020 were agreed by the Committee which will remove any current inconsistencies in the collation of data and provide greater confidence in future figures and more detailed analysis with Managers collating information in one place. It was also agreed that venues and services will continue to monitor health and safety performance on at least a monthly basis but that indicators will be presented to the Board on a quarterly basis. Dr Blair to attend/provide support to the Health & Safety JCC Committee.

The second paper considered the final draft of the Health and Safety Staff Consultation Survey for 2019. A previous draft having been presented to the Committee in May 2019 which has now been updated following feedback from the Committee. The survey will be circulated to all staff members in December 2019. It is hoped a high target return rate will be obtained and that the Health & Safety staff representatives will actively promote the survey amongst their teams.

The Chief Executive Officer stated Health & Safety continues to be a significant focus across the whole Company.

7 VERBAL UPDATE REPORTS

7.1 Energy Procurement Update

The Director of Finance provided an update that following the last Board Meeting when it was agreed the Company should withdraw from its gas services contract through Scottish Procurement and proceed to procure gas services via the Company's energy consultants, the process had commenced when it was noticed that the Company had been charged incorrectly since 01.04.19. Taking this correction into account the Company had made a 1% saving through Scottish Procurement. The Company are now in discussion with Scottish Procurement suppliers about the new proposed rates from 01.04.20 and will compare these to other supplier offers and will report back to the Board in the New Year on the best option.

7.2 PKC Scrutiny Committee

The Chief Executive Officer reported that as part of PKC's governance he had attended the Council's Scrutiny Committee on the 28 November 2019 when the focus for LAL was on the Company's current and planned contribution to Community Health & Wellbeing in Perth and Kinross and KPIs. Part of the Company's presentation showed the journey of an Exercise Referral customer in Kinross who suffers from chronic pain and detailed the integrated offer across all Company services. No feedback has been received following the meeting.

7.3 2019/20 Revenue Budget Update

The Chief Executive Officer reported that PKC has been informed of the Company's budget position. The Company had for the first time been invited to present its position to the Council's Executive Officer Team and in addition to this meeting, the Company will also provide a presentation to each political group in January regarding the Company's financial position. This opportunity to present directly to PKC officers and Elected Members was welcomed.

7.4 LAL Business Review Update

The Chief Executive Officer reported the Company had now received a Draft Report which it was working through. A number of key themes will be discussed by various Board Committees, following which it will be presented to the Board. Charges, pricing and concession schemes are part of the review and will be looked at going forward and to include usage and affordability. An update to be provided to the Board once the overall review is completed.

8 Q2 BUSINESS PERFORMANCE REPORT

A report by the Chief Executive Officer (LAL/19/14) was submitted to provide Directors with an outline of the Company's Performance for the Q2 period ending 30 September 2019.

The Director of Finance reported the Company had a positive second quarter of the financial year with an overall increase in income and reduced expenditure.

The Director of Finance reported the Company are forecasting a small surplus however the budget set for the year is still challenging and that outcomes from the Business Review are to be considered.

Resolved:

- (i) Directors approved the content of the report

9 ANY OTHER COMPETENT BUSINESS

- 9.1 Live Active Loch Leven – The Director of Operational Services reported Lauriston Nursery wished to lease a piece of land behind the Live Active Loch Leven to create an outdoor centre which will be discussed at the next Property & Environment Committee Meeting.
- 9.2 Massie Moo Magical Moments Project – The Director of Operational Services reported the funding application submitted to the Gannochy Trust on behalf of the above project had been successful which was very positive.
- 9.3 Thank You – The Chairman thanked all Directors and LAL staff for their efforts throughout the year and wished them a Merry Christmas.

10 DATE OF NEXT LAL BOARD MEETING

Thursday, 20 February 2020