

**LIVE ACTIVE LEISURE LIMITED BOARD
MINUTES OF THE MEETING OF THE BOARD OF LIVE ACTIVE LEISURE
Held on Thursday, 4th May 2023 at 5pm, Dewars Centre.**

Present:

Company Directors

Mr D MacLehose, Mr I Collins, Dr D Carey, Councillor B Leishman, Councillor B Brawn, Councillor S Carr, Mr D Longmuir, Mrs L Scott

Company Officers

Mr P Cromwell (LAL Chief Executive Officer), Mrs D Gaffney (LAL Head of Corporate Support Services), Mr G Watson (LAL Director of Operational Services), Mr A Brown (LAL Head of Contracts & Compliance), Miss G Edwards (LAL Board and Committee Administrator),

PKC Officers

Mr D Stokoe, Mrs F Robertson

Mr D MacLehose in the Chair.

1 Apologies

Apologies were received on behalf of Mrs F Cameron (LAL Director of Finance/Deputy Chief Executive Officer), Miss E Muirhead (Director), Mr C Allan (Director), Mrs K Johnston (PKC).

Mr Ian Blair has resigned as a Director.

2 Declarations of Interest

Directors were 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.

There were no declarations of interest.

3 Minutes

The minutes of the Board meeting on 16th March 2023 were submitted and approved as a correct record.

4 Matters Arising

Budget Related Matters

- Financial planning based on agreed budget position – progressing
- Formal contract communication with PKC in relation to service changes proposed at North Inch, Blairgowrie, Glenearn Community Campus – formal communication issued with discussions on the changes to access arrangements at these venues progressing.
- Consultation with impacted staff members on offer of alternative employment – progressing.
- Key media / staff communications relation to budget position to be delegated to the Services and Communications Committee – completed
- Draft Business Plan to be provided at the next board meeting – completed

- Directors agreed to meet and engage with groups / community representatives – See agenda item 5.

Charges

Directors agreed with the proposed increases in charges to be introduced from 1st May 2023 – This has been completed. There will be a charging structure review completed in 2023/24, this is included in the Company's Business Plan.

Pay Award / Coronation Leave

The agreed pay award has been communicated and implemented along with the additional days annual leave in recognition of King Charles III Coronation. Feedback from staff has been positive regarding the pay award.

Dr D Carey Arrived.

5 Verbal Reports

Finance and Governance Committee

This committee met on 19th April to discuss draft March figures and governance developments. The figures were slightly better than expected with a forecast deficit of £445k. This figure includes the two projects at Bell's Sports Centre, the upgrading of lights and the lift. These projects have been procured. Mrs F Robertson asked if the 200k in the Asset Management Reserve had been allocated, the Chief Executive Officer will check with the Director of Finance and confirm.

PKC Scrutiny Committee

The Chief Executive Officer and Mr Macle hose attended the PKC Scrutiny Committee on 26th April where they provided a presentation on a broad range of areas as requested which included the Company's approach to transparency and accountability. It is a contractual requirement for the Company to present at the committee, it forms part of the PKC Scrutiny and Accountability Framework for the services that they commission. The committee meets quarterly, with the Company required to attend twice per year.

PKC Reviews

The Chief Executive Officer and Mrs Fiona Robertson provided updates in relation to the following reviews;

Leisure Asset Review – this review looks at leisure assets in the area to ensure they are suitable for future service needs. The review will develop an asset management plan with investment/disinvestment recommendations. The review will also make recommendations on the future of the PH₂O project. It is anticipated that the review will be concluded by December 2023. The Company will be represented on the project Senior Officer Group.

ALEO Review – This review looks at the structure of the ALEO's. It is anticipated that this review will start at the end of June with the findings being put to the PKC Transformation Board in December 2023. A review team has not been set up yet but will include representation from Finance, HR, IT, business continuity and some additional external independent support.

Live Active Leisure is the largest of the three ALEOs with Culture PK having 76FTE and Horsecross having 92FTE approx.

Customer Engagement

Positive meetings have been held with both Curling and Bowling groups at Dewars Centre. This was a valuable exercise to speak to customers and get their views on how the venue and activities can be developed. The main points raised were the reduction in user numbers, with both Bowling and Curling club organisations committed to supporting and encouraging the return of previous members and trying to improve youth development. It was acknowledged by the groups that the current levels of use at Dewars Centre in both key activities could be delivered with reduced facilities; with 6 rinks for curling and 4 bowling rinks adequate. Options for alternative uses is being considered by SMT. Although

catering provision is currently available (external contractor) for large events and meetings, there is currently no catering or bar provision available for league matches during the season. This was raised at the club meetings as a significant barrier and having causal link to the drop off in users. Options for increased catering/bar provision will be considered with an appraisal to be submitted to the Board. Other matters raised included suggested improvements to the Dewars webpage, promotion of the conference and meeting room facilities and wider discussions around the Company's financial position and use of and level of Financial Reserves.

Crieff Highland Gathering Project

A feasibility study is being carried out to consider the development of a Centre of Excellence at Market Park, Crieff – the development could include Strength and Conditioning facilities, multipurpose studio, running track and outdoor pitch provision. There are potential areas for collaboration if the project proceeds, this view has been communicated by the CEO in discussion with the project consultant.

Historic Environment Scotland

The Company have received communication from HES that no decision has been made regarding the listing of Bells' Sport Centre / Perth Leisure Pool at this time. HES have confirmed that further research will be completed, with further feedback anticipated within the next 4 – 6months.

Martyn's Law

The Head of Contracts and Compliance will be attending training on Martyn's Law to understand how this will impact Company venues. This Law will enhance public protection from the threat of terrorism at public venues in relation to security, staff training and other mitigation measures. All Company venues have Emergency Risk Plans, it is anticipated that any further measures will expand on existing plans and arrangements.

Mr D MacLehose asked if LAL's current insurance covers terrorism. The Chief Executive Officer will check and confirm.

Venues comply with Health and Safety standards and good practise, there is a programme of regular onsite emergency response training.

6 Report for Information

The Gannochy Trust Annual Report

The Director of Operational Services introduced the Annual Report that was provided to the Gannochy Trust which showcases the initiatives and impact of the funding they provide. There is a 3 year funding agreement in place which provides 229k each year. Mr D MacLehose will write to the chair of the Gannochy Trust to thank them for their continued support.

7 Report for Decision

Draft Company Business Plan

The Chief Executive Officer introduced the Draft Business Plan, it is hoped this will be finalised by the end of May and presented to the Finance and Governance Committee.

The Company's Business Plan will deliver on 5 key aims, with supporting objectives and key actions / initiatives.

- Grow and ethical and sustainable business
- Develop our venues to reflect business needs
- Develop our people to be the best
- Provide a great customer experience
- Respond to the needs of our communities and partners

Key objectives and actions are supported by a suite of venue and service specific plans which provide workplans to be delivered by the Company's teams.

Experience ○ Investment ○ Opportunity ○ Commitment

There was a discussion by Directors on the draft business plan, feedback included financial figures to be adjusted reflecting deficit position, action plan to include timescales. Any other feedback would be welcome and to be provided to the CEO.

Resolved

- Directors agreed the draft plan and for progress to be made to finalise the business plan.
- Directors agreed that the Finance and Governance Committee have delegated authority to agree the final Business Plan.

8 **Chair Update**

There have been various communications in the last couple of weeks regarding Company governance arrangements. Mr D Longmuir spoke to say that he feels the board is working well together and this is a regrettable distraction which we can learn and improve from and hopefully use as a positive. The Chief Executive Officer will continue to communicate with PKC, to provide reassurance of the Company's commitment to effective governance and will provide updates on the progress in relation to the Business Plan, Director Training and Development and review of the Directors Skills Matrix.

9 **AOCB**

The Chief Executive Officer has met with the CEO / Chair of Saints in the Community to explore different ways of working together. Further updates will be provided.

10 **Date of Next Meeting**

Thursday 22nd June 2023

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