

**MINUTES OF INVERCLYDE LEISURE
BOARD MEETING
held on
Monday 1st April 2019 at 3.30pm
within Lady Octavia Sports Centre, Greenock**

Present: Bill Hawthorne (Chair), Councillor Jim Clocherty, Councillor Jim McEleny, Councillor Graeme Brooks, Chris Jewell, Colin Wilson and Andrew Hetherington.

In Attendance: Kieron Vango, Chief Executive, David McCorkindale, Head of Leisure & Community Facilities and Audrey Lavelle, Finance Manager, all Inverclyde Leisure, Grant McGovern, Head of Inclusive Education, Culture & Communities and Craig Given, Finance Manager (Education & Exchequer) both Inverclyde Council and Lesley Hallam, Minute Secretary.

1.0 Apologies for Absence

1.1 Apologies were received from Councillor Ronnie Ahlfeld and Puneet Gupta

2.0 Minutes of Meeting of 4th February 2019

2.1 The minutes of the meeting of 4th February 2019 were submitted and approved on the motion of Chris Jewell and seconded by Councillor Jim McEleney.

3.0 Matters Arising

3.1 *The Head of Leisure and Communities informed Directors that work is currently progressing on the allocation of disabled and child space at Lady Octavia Sports Centre.*

4.0 Financial Monitoring Report to 31st March 2019

4.1 There was submitted a report dated 1st April 2019 by the Finance Manager updating Directors with information on income up to the 31st March 2019.

4.2 The Finance Manager advised that a slight deficit is projected for year-end, however, confirmed that this will not have any significant impact on our services. Income is above target with some areas of the business performing better than others.

4.3 The Finance Manager highlighted various budget targets relating to expenditure and explained that although the Trading Company was down, vending sales were up. Seasonal variations in the weather can account for this.

Decided:

i that the Directors noted the content of the report.

5.0 2019/2020 Budget

5.1 There was submitted a report dated 1st April 2019 by the Finance Manager presenting the proposed updated 2019/20 budget.

5.2 The Finance Manager presented the 2019/2020 budget and explained the financial projections, management fee reduction, income and expenditure targets.

5.3 Included within the budget is the following: -

- Spend to save scheme for investment of £150k at Port Glasgow Pool
- Staff efficiency savings of 3 FTE
- Commencement of payback for Ravenscraig and Lady Octavia.
- Pay award for employees which will include paying the real living wage to Grade 1 employees.

5.4 Directors were asked to note that capital expenditure will be requested at a future board meeting.

5.5 On the question of voluntary redundancies, the Finance Manager confirmed that IL operate a similar process to IC regarding the pay-back time.

5.6 Following a question regarding the marketing and printing budget and the success of IL's marketing campaigns the Finance Manager explained the various methods used to measure the success of each campaign.

Decided:

- i that the Directors noted the content of the report; and
- ii. that the Directors approved the 2019/2020 budget and pay increase.

6.0 Business Plan Update

6.1 There was submitted a report dated 22nd March 2019 by the Chief Executive updating Directors on the areas of the Strategic Plan being worked on by the team, new projects and initiatives.

6.2 The CEO advised that due to the timing of the Stage 2 tennis application the company now has the opportunity to work with Alliance to make our application more robust.

6.3 Directors were advised that the Boglestone project will commence on 8th April 2019 with a completion date of the end of June/beginning of July 2019.

- 6.4 The CEO informed Directors that, as a matter of good practice, all staff contracts of employment have been updated and standardised. The CEO confirmed that there were no fundamental changes made to the new contracts.
- 6.5 The Board noted the results of the Company's Gender Pay Gap Report for 2018 will be available on IL and the Government's website by 5th April 2019. Any key findings will be brought back to the next meeting.
- 6.6 Directors noted the strategies put in place to help safeguard IL from the threat of new fitness operators coming in to the area.
- 6.7 Directors were updated on the fourth quarter performance of our Strategic Plan 2018/19. Some positive developments have been made over this period including Boglestone and Lady Octavia projects together with the proposed re-modelling of Port Glasgow Pool.
- 6.8 Directors noted the KPI Framework and the excellent results achieved in the Net promoter score together with the Local Government Benchmarking results for residents being satisfied with leisure facilities in Scotland.
- 6.9 Directors were advised that work will now start on the Port Glasgow Pool project with a completion date forecast for Autumn 2019.
- Decided:**
- i that the Directors noted the content of the report;
 - ii that the Directors noted the change from £30k to £39k and agreed for surveys and design in the development of the stage 2 bid to be deducted from overall projects;
 - iii that the Directors agreed the capital investment of the fitness equipment at Lady Octavia of £23,841;
 - iv that the Directors approved the capital investment of £28,100 for additional fitness equipment at Boglestone; and
 - v that the Directors agreed the management fee savings and investment project at Port Glasgow Pool.

7.0 Board Meeting Schedule 2019/20

- 7.1 There was submitted a report dated 19th March 2019 by the Chief Executive updating Directors on the proposed meeting schedule for 2019/20.
- Decided:**
- i that the Directors agreed the proposed dates.

8.0 Leisure & Community Facilities Update

8.1 There was submitted a report dated 21st March 2019 by the Head of Leisure & Community Facilities updating Directors on the company's operations in line with IL's three-year Strategic Plan.

8.2 The Head of Leisure and Community Facilities provided Directors with an update on the company's operations and highlighted the following key issues: -

- A positive meeting has taken place with Greenock Whinhill Golf Management committee. A site visit is now required in order to allow further research prior to a business plan being developed. Directors will be kept updated on progress.
 - Lady Octavia refurbishment is now complete and has over 540 new club live members. This takes IL's overall club live to 8,500.
 - Partnership talks are ongoing with IC to look at a long-term approach to addressing the floating floor issue within WLC. Discussion took place regarding various options available. The Head of Inclusive Education, Culture & Communities outlined IC's position following the Policy & Resources Committee meeting last week.
 - IL's website is in the early stages of being re-developed making it much more user friendly and allowing us to promote and offer services with the latest online digital platform.
 - The proposed price increases were noted by Directors.
 - IL is once again taking part in the Let's Move Challenge with over 550 IL members taking part in the challenge.
 - An annual marketing plan is being developed to promote the community estate.
 - Gourock Outdoor Pool will open for the 2019 season on Friday 3rd May, 2019.
 - The Head of Leisure & Communities to report back to Directors on the feasibility of opening Gourock Pool on Christmas & New Year's Day.
- Decided:**
- i. that the Directors noted the content of the report; and
 - ii. that the Directors approved the fees and charges for 2019/20 period.

9.0 **AOCB**

9.1 General discussion took place regarding the various support provided to the local community and voluntary organisations by Sports Inverclyde, Inverclyde Grants to Voluntary Organisations and Sports Personality Grants Award Scheme.

9.2 A copy of the Spring 2019 edition of the Staff Newsletter was circulated to Directors.

10.0 **Date of the Next Meeting**

10.1 The date of the next meeting will be Monday 27th May 2019 which will take place at 3.30pm. Venue to be confirmed.

There being no further business the Chair declared the meeting closed.

Chair

Date.....