

**MINUTES OF INVERCLYDE LEISURE
BOARD MEETING
held on
Monday 22nd November 2021 at 3.30pm
within the Indoor Bowling**

Present: Bill Hawthorne (Chair), Councillor Jim Clocherty, Councillor Graeme Brooks, Councillor Lynne Quinn, Councillor Chris Curley, Bobby McVitie & Chris Jewell.

In Attendance: Kieron Vango, Chief Executive, Audrey Lavelle, Finance Manager and Andrew Hetherington, Head of Business Development and Corporate Support all Inverclyde Leisure and Tony McEwan, Head of Culture, Communities and Educational Resources and Mary McCabe, Finance Manager (Education & Communities) both Inverclyde Council and Lesley Hallam, Minute Secretary.

1.0a **Apologies for Absence**

Apologies for absence were received from Dr Liz Cameron and Puneet Gupta.

1.0b Following an update from the CEO on IC nominated and staff Directors' positions, it was proposed by Councillor Graeme Brooks and seconded by Chris Jewell that the below appointments be agreed: -

- The appointment of Councillor Chris Curley; and
- The appointment of Robert McVitie as Employee Director onto the Board for a three-year period.

2.0 **Minutes of Meeting of 27th September 2021**

2.1 The minutes of the meeting of 27th September 2021 were submitted and approved on the motion of Chris Jewell and seconded by Councillor Graeme Brooks.

3.0 **Matters Arising**

3.1 The CEO advised that the temporary ice plant is now in place and operational.

3.2 The CEO confirmed that IL's Safeguarding Policy is in place and will be discussed in more detail in his update report.

3.3 The CEO advised Directors that a presentation of the Annual Report to the full council meeting took place early November.

4.0 Financial Monitoring Report

- 4.1 There was submitted a report dated November 2021 by the Finance Manager updating Directors on the financial projection to 31st March 2022 versus budget. The projection is based on 7 month actual results and 5 month forecast.
- 4.2 The Finance Manager advised Directors that further to offsetting the agreed £1.745 against outstanding payroll amounts, IL are projecting an operating surplus of £311k and IL were in discussion with IC how this will be accounted.
- 4.3 The Finance Manager informed Directors that at this stage income is approximately £327k ahead of plan and expenditure is projected to exceed target by £16k.
- 4.4 The Finance Manager asked Directors to note that the insurance quote estimated an increase of approximately £26k, however this was reduced to £11k following a change of Broker. The reason for this increase appears to be a hardening in the market due to COVID-19.
- 4.5 Directors were asked to note that the living wage will rise from £9.30 to £9.50 and a 1% pay increase will be awarded to all relevant pay grades. This payment will be backdated to 1st April 2021.
- Decided:**
- i that the Directors noted the content of the report.

5.0 Business Plan Update

- 5.1 There was submitted a report dated November 2021 by the Chief Executive updating Directors on areas of the Strategic Plan being worked on by the team, new initiatives and update on work being undertaken as we recover from the Covid-19 pandemic.
- 5.2 Having covered the Governance section at the start of the meeting, the CEO started at Item 3 - Process Management.
- 5.3 Directors were advised that external quality audits will be carried out next week and the CEO will report the figure to the next Board Meeting.
- 5.4 Directors were informed that IL are currently working with developers to introduce an operations management system (OMS). This management information system will combine everything in to one area, giving easier staff access.
- 5.5 The CEO gave an update on IL's Safeguarding policy and processes and went through the different headings in the report.

- 5.6 The CEO explained to Directors that IL are developing a social value calculator and that the infographic information will be shown at the next board meeting.
- 5.7 Directors were informed that unfortunately IL was unsuccessful in their bid to the UK Community Renewal Fund. IL are waiting for feedback.
- 5.8 Directors were informed of the results of the Gender Pay Gap report. This report can be found on our website.
- 5.9 The CEO advised Directors that planning for the Tennis has now been approved. The CEO confirmed that SportsScotland and Lawn Tennis Association funding has been agreed but still to be rubber stamped. Tony McEwan added that now planning has been approved, he is hoping to get written confirmation of funding this week. It is anticipated that work will commence early in the New Year. The CEO advised that BBC are looking to report on this project, possibly December 21.
- 5.10 The Board were presented with IL's latest KPI figures. A full re-cap will be given at the end of the year.
- Decided:**
- i. that the Directors noted the content of the report

6.0 Leisure & Community Facilities Update

- 6.1 There was submitted a report dated November 2021 by the Head of Leisure & Community Facilities updating Directors on the company's operations in line with IL's three-year Strategic Plan.
- 6.2 In the absence of the Head of Leisure and Community Facilities the Chief Executive provided Directors with an update on the company's operations and highlighted the following key areas:-
- In partnership with IC, IL are hosting a mass outdoor Warrior Obstacle Event as part of the Meliora Festival which will take place at the Battery Park on 10th & 11th June 2022.
 - IL await the outcome of discussions which IC are having regarding potential funding of gym usage for Inverclyde's young children.
 - IL have appointed a Curling Development Co-ordinator, which will help support and develop Curling in Inverclyde.
 - Lady Octavia outdoor 11-a-side football refurbishment is now completed and has been well received by customers.
 - The indoor bowling season is underway and going well with a number of prestigious competitions programmed for 21/22.
 - Members are delighted with the new equipment installed at the Strength Shed. A promotional night has been organised to showcase this newly refurbished facility.

- The ice rink opened on 15th October and was warmly welcomed by all user groups. Positive feedback regarding the ice conditions has been received from curlers and other clubs.
- Halloween Parties were held throughout several IL facilities. Plans are underway to host Breakfast with Santa events leading up to Christmas.
- The Waterfront sauna area will undergo an upgrade. In addition to this, IC have given a financial commitment to renovating the tyre ride and body flume and replacing all suspension cables in the leisure pool.
- Public halls will continue to be used to support the roll out of covid and flu vaccines for the remainder of the year and it is likely that this will continue in to 2022.
- A number of events have been confirmed for all public halls in the coming months.
- Kirn Drive has been transferred from IL's portfolio to 1st Gourock Scouts

6.3

In response to Directors' questions the following answers were given: -

- Disabled parking spaces will be addressed as part of the new car parking layout at the Waterfront.
- WLC moveable pool floor – Tender pack has been completed and just waiting to go out to tender. This project is being led by IC.
- Assurances were given that children using the gym will be given an induction prior to using the equipment. Staff will also be there to provide support.
- Directors were advised that longer term plans for the use of the Indoor Bowling were looked at pre-covid. There is an opportunity to look at various options again after the recovery.

6.4

Directors were asked to note that due to construction works planned for the Ocean Terminal during the month of November, some disruption will be experienced by our customers using the ramp entrance from the Waterfront car park. IL will try to minimise the disruption where possible.

Councillor Graeme Brooks left the meeting.

Decided:

- i. that the Directors noted the content of the report

7.0 Corporate Development

7.1 There was submitted a report dated November 2021 by the Head of Business Development & Corporate Support updating Directors on the company's corporate development areas in line with Inverclyde Leisure's three-year Strategic Plan.

7.2 The Head of Business Development and Corporate Support provided Directors with an update on the company's corporate development and highlighted the following key areas:-

- A key focus for the company has been placed on sickness absence management procedures and how to support employees back to the workplace. Absence reports are produced and discussed at the EMT's weekly meeting.
- A significant reduction in COVID 19 related absences has been seen in the last 4-6 weeks.
- A recruiting drive is underway for swim teachers, gym staff/personal trainers and group fitness instructors.
- An IOSH Managing Safely Course and Emergency First Aid Training Course has been organised for all relevant staff members.
- IL are working with our partners to relaunch the WOW Awards programme with a new website developed making it easier to navigate and make nominations.
- Many new marketing campaigns are continuing throughout November. Focus is being placed on IL Fitness Plus at the Waterfront Gym and the Strength Shed at Greenock Sports Centre. IL are also running promotions to maximise the popularity of Black Friday and Cyber Monday. Examples of all our promotions are shown within the report.
- Birthday parties have been remodelled giving our customers a number of different options to choose from. The re-launch will take place in December 21.
- Marketing for Personal Training will be refreshed for January 22.

Decided:

- i. that the Directors noted the content of the report

8.0 **AOCB**

8.1 The CEO to invite Councillor Curley to Directors' training

8.2 The Head of Leisure & Community Facilities to email Directors details of the upcoming skating show tickets.

8.3 The Chair commented that as part of the board meetings it would be good to visit other facilities to see the good work that is taking place. The Chair suggested that the next board meeting take place within Greenock Sports Centre, with a visit to the Strength Shed scheduled to take place prior to the meeting.

9.0 **Date of the Next Meeting**

9.1 The date of the next meeting will be Monday 31st January 2022.

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

Chair.....

Date.....