

**MINUTES OF INVERCLYDE LEISURE
BOARD MEETING**

held on

**Monday 27th November, 2023 at 3.30pm
within the Waterfront Leisure Complex**

Present: Bill Hawthorne (Chair), Councillor Graeme Brooks, Councillor Lynne Quinn, Councillor Sandra Renyolds, Corey Beaton and Bobby McVitie

Observer: Ainsley Thomson, Facilities Manager, Gourrock & Birkmyre Gyms

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

1.0 Apologies for Absence

1.1 Apologies were received from Councillor Jim Clocherty and Puneet Gupta.

2.0 Minutes of Meeting of 25th September, 2023

2.1 The minutes of the meeting of 25th September 2023 were submitted and approved on the motion of Bobby McVitie and seconded by Corey Beaton.

3.0 Matters Arising

3.1 None.

4.0 Financial Monitoring Report

4.1 There was submitted a report dated November 2023 by the Finance Manager updating Directors with the financial projection to 31st March 2024 and variances versus the September 2023 finance report. Directors will also be updated on a change to the financial assumptions for the 2024/25 and 2025/26 forecasts.

4.2 The Finance Manager informed Directors that since the last meeting the projected surplus is £1511 which is slightly higher than the last update.

4.3 The Finance Manager reported that the core income projection was up on the last update and expenditure was also higher than the previous projection. Work will continue to control and monitor costs.

- 4.4 The Finance Manager explained that in line with current governance arrangements IL will have a half yearly review with IC. As part of this review an updated two-year financial projection (24/25 and 25/26) was submitted to IC at the end of October, 23. This two year budget will be further updated and presented to Directors for agreement at a future Board meeting.
- 4.5 The Finance Manager explained the position regarding the reduction in employers pension contributions from 1st April 2024 and how this will affect the management fee. This substantial saving means IL will no longer require the additional money set aside by IC to ease financial pressures.

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 2023 by the Chief Executive updating Directors on areas of the Strategic Plan being worked on by the team.
- 5.2 Directors were given an update on the Health & Safety Audits and advised that Managers will work with their staff on the actions contained within the improvement plans.
- 5.3 The CEO highlighted the three key areas of growth which have been set for the three town halls. The next growth plan will focus on the studios within the Waterfront and will take place in late January and reported to the Board in March.
- 5.4 Directors were informed that IL are currently conducting an exercise to identify areas where improvements can be made to how we recycle both indoors and outdoors. The CEO further advised that an agreement has already been reached with our Marketing Company who will plant one tree for every £50 worth of print related spend. An online training course on how to influence environmental awareness has been organised for all staff.
- 5.5 The CEO reported that following discussions with IC the Funding Agreement between IL and IC is almost finalised and will be filed with our Solicitors.
- 5.6 The CEO was delighted to report that IL was successful in winning the Scottish Leisure Network 2023 “Campaign of the Year” Award. This event was well attended by all professional organisations. The Chair stated that this was a great achievement and congratulated the staff involved.

5.7 Directors were presented with IL's latest KPI figures.

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 2023 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 The Head of Leisure and Community Facilities provided Directors with an update on the company's operations and highlighted the following key areas: -

- The Primary Schools Sports Hall Athletics event is well underway with 19 primary schools taking part. The final will take place in February and an invitation will be sent to all Directors inviting them to attend.
- The parent and toddler sessions at Ravenscraig Activity Centre are proving popular with 30 parents attending with their children.
- The uptake in membership at the Indoor Bowling has been slow this year. A further marketing campaign will take place to try and generate more interest to increase numbers.
- All outdoor pitches in the area are extremely busy and being well used.
- Over 1000 tickets have been sold for the much anticipated "Dare to Dream" Christmas skating show.
- Major refurbishment works on the WLC pool have been completed and on time.
- Junior Curling has been re-introduced and is proving very popular.
- Star Light swims at Gourock Pool together with the end of season Doggy Dip was extremely successful.
- Feedback from customers on the new Technogym Visio screens installed at WLC, Gourock and Birkmyre Gyms has been incredibly positive.
- Numbers are increasing for the popular ASN classes which take place every Wednesday in WLC.
- Refurbishment work at Greenock and Port Glasgow Town Halls are due to commence early next year. The CEO assured Directors that the vaccine clinics will not be affected by the closures. Councillor Quinn questioned the timetabling of the two projects running concurrently. The Head of Culture, Communities & Educational Resources will raise her concerns with IC's Property Services Officer
- Following on from the success of the Warm Hands of Friendship initiative, IL will once again apply for funding when this comes through.

6.3 Discussion took place regarding the possibility of re-introducing schools curling, and in particular, the transportation costs that this would incur. If this were to progress, then further discussion on funding options would require to take place with the appropriate officers and governing bodies.

6.4 In response to questions from Councillors' Reynolds and Quinn regarding the over 65 and family memberships, the CEO advised that all memberships will be reviewed as part of the budget exercise early next year.

Decided:

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

7.0 Corporate Development Update

7.1 There was submitted a report dated November 2023 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 & Corporate Support confirmed that IL's insurance renewal process is now completed. For information, the company opted to remain with their current insurers.

7.3 Directors were informed that the tender for the supply of IL's marketing services is now live on the Scottish Procurement Tender Portal. The closing date for applications is 15th December, 23. Directors will be updated on the outcome at the next board meeting. In response to a question regarding weighting towards local companies, the CEO confirmed that IL award contracts based on cost and quality.

7.4 Directors were given a snapshot of recent outstanding WOW Award nominations.

7.5 Directors were updated on marketing campaigns including 2 digital promotions for Black Friday and Cyber Monday.

7.6 Directors were informed that following the installation in our One Life premier gyms of the Technogym Visio personal training screens, the feedback from customers has been very positive. An invitation was extended to Directors to take a tour of the gym to see the Visio screens at the conclusion of the meeting.

7.7 A review of group training and fitness classes is currently underway and positive discussions have taken place with our partner Les Mills. An example of the exciting new classes to launch in 2024 were highlighted to Directors.

7.8 In response to a question regarding the demographics targeted in the January/February campaign, Directors were advised that a good spread of both age and gender will be targeted.

Decided:

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

8.0 AOCB

8.1 None.

9.0 Date of the Next Meeting

9.1 The date of the next meeting will be Monday 29th January, 2024 at 3.30pm within the Waterfront Leisure Complex.

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

Chair.....

Date.....