

**MINUTES OF INVERCLYDE LEISURE
BOARD MEETING**

held on

**Monday 29th January, 2024 at 3.30pm
within the Waterfront Leisure Complex**

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

Observer: Erin Dunn, Digital Marketing Manager.

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 Puneet Gupta.

2.0 Minutes of Meeting of 27th November, 2023

2.1 The minutes of the meeting of 27th November, 2023 were submitted and approved on the motion of Councillor Clocherty and seconded by Bobby McVitie.

3.0 Matters Arising

3.1 None.

4.0 Corporate Development Update

4.1 There was submitted a report dated January 2024 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.

4.2 The Head of Business Development & Corporate Support talked Directors through the marketing campaign, campaign methods and various campaign materials before a visual presentation highlighting the What's Your Why Campaign was presented. This was well received by Directors who all agreed that it was an excellent campaign and the members' willingness to share their stories was very inspirational.

4.3 The Head of Business Development & Corporate Support advised Directors that IL continue to receive regular WOW nominations, however, there was one in particular that he wished to read out relating to Ravenscraig Activity Centre, where staff members provided an exceptional service to one of their customers.

Decided:

that the Directors noted the content of the report.

5.0 Financial Monitoring Report

5.1 There was submitted a report dated January 2024 by the Finance Manager updating Directors with the financial projection to 31st March 2024 and variances versus the November 2023 finance report. Directors will also be updated on the key financial assumptions for the 2024/25 budget and the review of the finance software.

5.2 The Finance Manager informed Directors that since the last meeting the projected surplus is £1,489 which is slightly down on the last update.

5.3 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 review costs on a regular basis.

5.4 Directors were asked to note assumptions for the budget. A detailed budget will be presented to Directors for approval at the next board meeting using these assumptions.

5.5 Directors were informed that IL will be transferring to a new financial software company on 1st April. With support from our software partner any disruption should be minimal.

5.6 In response to a question from Councillor Clocherty the Finance Manager explained that the unfunded pension costs are due to early retirements from the retirement fund.

5.7 In response to the query from Councillor Clocherty regarding payment of the real living wage, the CEO confirmed that he did not foresee any issues, and this would be paid in 2 months' time within the recommended timescale.

Decided:

i that the Directors noted the content of the report.

6.0 Business Plan Update

- 6.1 There was submitted a report dated January 2024 by the Chief Executive updating Directors on areas of the Strategic Plan being worked on by the team.
- 6.2 Directors were given a breakdown of the employee survey results which is conducted every year. This shows employee satisfaction is still high within the company.
- 6.3 A successful Employee Recognition Awards ceremony took place with over sixty employees being nominated in IL's six key values by their colleagues.
- 6.4 Directors were given a summary of the updated SLA between IL and IC in respect of the provision, management and administration of leisure, community and outdoor facilities. This Agreement runs from 1st April 2023 to 31st March 2028. The CEO also outlined the performance indicators that have been agreed with IC and will be monitored on a six-monthly basis as part of IC's governance of external organisations.
- 6.5 Directors were presented with IL's latest KPI figures. The CEO asked Directors to note that there is a slight problem with the NPS automated surveys which is being investigated. This may cause a delay in the reporting of this information.
- 6.6 In response to a question from the Chair regarding the new scorecard, the CEO confirmed that the new scorecard will include a breakdown of Active Inverclyde users.
- 6.7 In response to Councillor Quinn's query regarding IL's Values, the CEO and Head of Business Development & Corporate Support explained how the company values are aligned to the Employee Development Framework which is carried out with employees twice yearly.
- Decided:**
- i. that the Directors noted the content of the report.

7.0 Leisure & Community Facilities Update

- 7.1 There was submitted a report dated January 2024 by the Head of Leisure & Community Facilities updating Directors on the company's operations in line with IL's three-year Strategic Plan.
- 7.2 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 final will take place on 2nd February at Greenock Sports Centre to which all Directors are invited to attend.

- Updated group fitness programmes are proving popular with customers.
- IL's Running Festival takes place on Sunday 8th September 2024 at Kilmacolm.
- Following on from the success of 'Bounce with Barbie' at Lady Octavia, similar family events will be planned for the future.
- Families are taking advantage of the Warm Hands of Friendship Grant awarded to Lady Octavia who are running a family fun session on Fridays.
- The 'Dare to Dream' ice skating show was a tremendous success and has generated an influx of new skate school members as a result.
- New Swim Fit classes are being introduced which will be aimed at Active Swim members.
- In partnership with IC's Active Schools, Primary School lessons have returned to the Waterfront for p4 with 15 schools taking part. Swimming lessons have also commenced at Port Glasgow Pool for pupils at Craigmarnock.
- Currently working in partnership with West College Scotland to provide work experience for HNC Health, Fitness & Coaching students.
- As part of Port Glasgow Pool's growth plan, a swimming teachers' course is being organised for Feb/Mar.
- Football, rugby and athletic bookings are all back for the 2024 season.
- Directors were updated on the work being carried out in Greenock and Port Glasgow Town Halls.
- External quality audits have taken place in all leisure sites. The results will be reported within the KPI's at a future board meeting.

7.3 Discussion took place regarding the Indoor Bowling Centre. The Head of Leisure & Community Facilities confirmed that the centre is now open six days per week, membership promotions are in place and IL continue to support the club.

7.4 The Head of Leisure & Community Facilities confirmed that the Greenock Boxing Club booking at Crawfordsburn Community Centre is only a booking and not a transfer of facilities.

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 25th March 2024 at 3.30pm within the Waterfront Leisure Complex.

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

Chair.....

Date.....