

**MINUTES OF INVERCLYDE LEISURE
BOARD MEETING
held on
Monday 27th July 2020
Waterfront Leisure Complex**

Present: Bill Hawthorne (Chair), Councillor Jim Clocherty, Councillor Jim McEleny, Councillor Graeme Brooks, Councillor Lynne Quinn, Puneet Gupta, Andrew Hetherington, Chris Jewell and Liz Cameron.

In Attendance: Kieron Vango, Chief Executive, David McCorkindale, Head of Leisure & Community Facilities and Audrey Lavelle, Finance Manager, all Inverclyde Leisure, Craig Given, Finance Manager, Inverclyde Council, and Graham Smyth, Minute Secretary.

1.0 **Apologies for Absence**

1.1 Tony McEwan.

2.0 **Minutes of Meeting of 25th May 2020**

2.1 The minutes of the meeting of 25th May 2020 were submitted and approved on the motion of Councillor Jim McEleny and seconded by Councillor Jim Clocherty.

3.0 **Matters Arising**

3.1 The Chairman opened with a statement to the Board surrounding the challenging and uncertain times surrounding the pandemic and the impact that has on current business as well as welcoming Dr Liz Cameron onto the Board.

4.0 **Financial Update**

4.1 The Chief Executive started the meeting by informing Directors that they should be fully aware of the company's current position financially and operationally by the end of the meeting. The Board were walked through the phasing plan and financial reports as one as IL have the ability to fund the opening of a small number of facilities. The CEO mentioned to the Board that decisions today will have an impact on funding being discussed with Inverclyde Council. If no funding can be found, then Inverclyde Leisure would have to cease trading. On a positive note, there has been discussions with Inverclyde Council over potential funding and a letter of comfort.

4.2 There was submitted a report dated July 2020 by the Finance Manager updating Directors with the financial projection to 31st March 2020, the financial forecast to 31st March 2021, cash flow projection to 31st March 2021 and impact on reserves.

- 4.3 The Finance Manager informed the Board that the year end audit has yet to be conducted and will commence shortly.
- 4.4 The Board were informed on IL's phasing plan and the different financial models and forecasting underpinning the planning and scenarios.
- 4.5 The Board discussed continuing to top up the furlough pay by 100% as well as an increase on the living wage and a wage rise on other grades.
- 4.6 **Decided:**
- i. that the Directors noted the content of the report
 - ii. that the Directors conditionally agreed to top up pay furlough pay by 100% (to be discussed with Inverclyde Council)
 - iii. that the Directors conditionally agreed to the increase in the living wage and a pay rise on other wages (to be discussed with Inverclyde Council)

5.0 Chief Executive Update

- 5.1 There was submitted a report dated July 2020 by the Chief Executive updating Directors on the areas of the Strategic Plan being worked on by the team, new initiatives and an update on the work being undertaken during the Covid-19 epidemic.
- 5.2 The Chief Executive notified the Board that a new Director has been appointed, Dr Liz Cameron OBE, and the reappointment of Puneet Gupta for his second term after a unanimous decision by the Board.
- 5.3 The Chair welcomed Dr Liz Cameron onto the Board and was happy to see Puneet continuing for his second term.
- 5.4 The CEO informed the Board of IL's detailed phasing plan and strategy on how the company plans to reopen for business when the Government announces a date to commence.
- 5.5 The CEO informed the Board of IL's due diligence for employees returning from the job retention scheme to ensure employees and managers have a clear pathway follow and communication channels.
- 5.6 The Board were informed of developments and initiatives within the business relating to Covid-19 being worked on.
- 5.7 Overall footfall for the year was 0.6% down against the prior year with significant impact to stats in late February and March.
- 5.8 The CEO presented new KPI targets to the Board to align the targets with the current situation.

- 5.9 **Decided:**
- i. that the Directors noted the content of the report
 - ii. that the Directors agreed the recovery plan and noted that it will likely change as it is a live document
 - iii. that the Directors unanimously agreed Puneet for another three-year term
 - iv. that the Directors unanimously appointed Dr Liz Cameron as a Director
 - v. that the Directors agreed the new KPI template

6.0 **Leisure & Community Facilities Update**

6.1 There was submitted a report dated July 2020 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 issues:-

- Park & pitches phased reopening plan. Currently Parklea and the Battery Park will be made available with limited service
- Greenock Whinhill Golf Course has had a successful launch
- Positive feedback from a recent customer survey
- IL has been developing videos for a customer journey to demonstrate the safety measures and guidelines for reopening
- IL are in the process awards funding for Whinhill Golf Course
- National Lottery community funding bid is being developed
- Live Active service is still being offered to clients
- Spate of vandalism and damages across the outdoor 3G pitches involving antisocial behaviour and safety concerns. IL will be installing hinged gates to the crawl holes which will allow IL to temporary shut the crawl holes if the problem persists to ensure the security of the estate.

- 6.3 **Decided:**
- i. that the Directors noted the content of the report.

7.0 **AOCB**

7.1 None.

8.0 **Date of the Next Meeting**

8.1 The date of the next meeting will be Monday 28th September (AGM) and the venue Waterfront at 3.00pm.

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

Chairman.....

Date.....