

**MINUTES OF INVERCLYDE LEISURE  
BOARD MEETING  
held on  
Monday 27<sup>th</sup> September 2021 at 3.30pm  
within the Indoor Bowling**

**Present:** Bill Hawthorne (Chair), Councillor Graeme Brooks, Puneet Gupta, Chris Jewell and Andrew Hetherington.

**In Attendance:** Kieron Vango, Chief Executive, David McCorkindale, Head of Leisure & Community Facilities and Audrey Lavelle, Finance Manager all Inverclyde Leisure, Mary McCabe, Finance Manager (Education & Exchequer) and Hugh Scott, Service Manager both Inverclyde Council and Lesley Hallam, Minute Secretary. Councillor Chris Curley was also in attendance as an observer.

**1.0a            Appointment of Co-opted Members**

Before moving to the appointments of Chair and Vice-Chair it was proposed by Puneet Gupta and seconded by Councillor Graeme Brooks that Bill Hawthorne continue his term as Co-opted Member to September 2023 and that Chris Jewell be re-appointed as a Co-opted Member until September 2023 for a 2<sup>nd</sup> term.

**1.0b            Appointment of Chair and Vice-Chair**

After each AGM, in accordance with Article 15.1 of the Articles of Association, IL is required to appoint a Chair and Vice-Chair. It was proposed by Puneet Gupta and seconded by Councillor Graham Brooks that Bill Hawthorne be re-appointed Chair and Councillor James Clocherty continues as Vice-Chair.

The CEO advised that Andrew Hetherington will stand down and a new employee Director needs to be appointed. The CEO and Chair will recruit an employee Director for consideration at the November Board Meeting.

**2.0            Apologies for Absence**

2.1            Councillor Jim Clocherty, Councillor Lynne Quinn and Dr Liz Cameron.

**3.0            Minutes of Meeting of 26<sup>th</sup> July 2021**

3.1            The minutes of the meeting of 26<sup>th</sup> July 2021 were submitted and approved on the motion of Chris Jewell and seconded by Puneet Gupta.

#### **4.0**            **Matters Arising**

##### 4.1            *Financial Monitoring Report – Item 5.3*

In response to a question from the Chair, the Finance Manager confirmed that the 2021/22 budget has been approved by IC.

#### **5.0**            **Presentation – Annual Report 2020/21**

5.1            IL’s Management Team presented the Annual Report to the Board with each Manager giving a detailed account of their own areas and highlighting the positive work carried out during the last business year

5.2            The Chair thanked the team for the presentation and hard work during such challenging times.

#### **6.0**            **Financial Monitoring Report**

6.1            There was submitted a report dated September 2021 by the Finance Manager updating Directors on the financial performance as at 31<sup>st</sup> August 2021 versus target.

6.2            The Finance Manager updated Directors that the reported additional funding at the previous board meeting of £1.820m has been corrected to £1.745m due to additional vaccine centre income.

6.3            The Finance Manager advised that at this stage we were forecasting £198k ahead.

6.4            The Finance Manager updated Directors on the income and expenditure against target. Currently income is ahead with all centres exceeding their target and doing well. Expenditure is down versus the projection. The Finance Manager explained the controls in place to monitor expenditure.

6.5            The Finance Manager informed Directors that a full year projection will be presented to the November board meeting.

**Decided:**

i    that the Directors noted the content of the report.

#### **7.0**            **Business Plan Update**

7.1            There was submitted a report dated September 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.

7.2            Having covered the Governance and Annual Report sections at the beginning of the meeting, the CEO started at Item 4 - IL’s Recovery Plan.

- 7.3 The Board were updated on IL's current marketing campaign for September - "Time To Focus on You".
- 7.4 The CEO updated the Board on IL's recovery plan and highlighted the different areas of the business which are recovering well, in particular, swim schools which has seen a sharp recovery rate.
- 7.5 Directors were informed of a new employee recognition scheme that is being worked on. Once the system has been developed further with suppliers it will be brought back to the Board for discussion.
- 7.6 The CEO reported that 6 employees have successfully signed up for the Graduate Apprenticeship Programme in Business Management at the University of West Scotland.
- 7.7 Directors were informed of the results of the Net Promoter full membership survey.
- 7.8 IL continues to have ongoing dialogue with planners over tennis project. A member of our staff is currently undertaking LTA level 3 tennis coach qualification to enable a tennis programme to be developed.
- 7.9 The Board were presented with IL's latest KPI figures.  
**Decided:**  
i. that the Directors noted the content of the report; and  
ii that the Directors agreed the recommendation for Directors' appointments.

## **8.0 Leisure & Community Facilities Update**

- 8.1 There was submitted a report dated September 2021 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:-
- Swimming and Swim School are doing very well.
  - Gourock Pool closed yesterday for the summer season. It's been a fantastic season helped by social distancing restrictions being eased and the good weather.
  - This year's Triathlon was well attended seeing competitors from all over Scotland competing in this event.
  - The Summer of Fun programme was extremely popular and well received by all who attended. Thanks goes to IC for their support.

- Kilmacolm Running Festival returned and was a great success with over 350 entrants participating.
- Whinhill Golf Course is proving popular with membership sitting at over 300. Feedback from a recent member survey was very positive.
- Public halls will continue to be used to support the roll out of covid and flu vaccines for the remainder of the year.
- Greenock Town Hall is hosting The DMA's, an Australian Indie Band in October. This concert is a sell-out.

**Decided:**

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

**9.0 AOCB**

9.1 The CEO advised Directors that he is aware of issues with obtaining parts for the WLC ice plant. All parties involved are working hard to resolve the problem and get the ice rink operational as soon as possible and this may involve a temp plant.

9.2 The CEO will cover IL's Safeguarding Policy at the next Board Meeting.

9.3 It was agreed that IL's Management Team will present the Annual Report to the full council meeting in November.

9.4 The Chair concluded by saying that a common theme throughout is that the relationship with IC & IL has strengthened and is testament to the partnership working during very challenging times.

**10.0 Date of the Next Meeting**

10.1 The date of the next meeting will be Monday 29<sup>th</sup> November 2021.

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

Chair.....

Date.....