

**MINUTES OF INVERCLYDE LEISURE
BOARD MEETING**

held on

**Monday 25th July 2022 at 3.30pm
within Birkmyre Park Fitness Gym**

Present: Bill Hawthorne (Chair), Councillor Jim Clocherty, Councillor Graeme Brooks, Councillor Lynne Quinn, Councillor Sandra Reynolds, Chris Jewell, Puneet Gupta and Bobby McVitie.

In Attendance: Kieron Vango, Chief Executive, David McCorkindale, Head of Leisure & Community Facilities and Audrey Lavelle, Finance Manager all Inverclyde Leisure, Tony McEwan, Head of Culture, Communities and Educational Resources and Ian Cameron, Principal Accountant both Inverclyde Council, and Lesley Hallam, Minute Secretary.

Prior to the start of the meeting Jamie Cunningham, Centre Manager, welcomed Directors to Birkmyre Gym and gave an overview of the facility and plans for the forthcoming refurbishment. Directors were given a tour of the facility.

1.0a Apologies for Absence

An apology was received from Dr Liz Cameron.

1.0b Following an update from the CEO on IC's nominated Director position, it was proposed by Councillor Brooks and seconded by Bobby McVitie that Councillor Sandra Reynolds be appointed as Director onto the Board. The Chair welcomed Councillor Reynolds to the board.

2.0 Minutes of Meeting of 30th May 2022

2.1 The minutes of the meeting of 30th May 2022 were submitted and approved on the motion of Councillor Brooks and seconded by Councillor Quinn.

3.0 Matters Arising

3.1 None.

4.0 Financial Monitoring Report

4.1 There was submitted a report dated June 2022 by the Finance Manager updating Directors with the reprojected financial forecast for the year to 31st March 2023 and for the board to agree to the CEO approaching the Council as a matter of urgency to confirm whether it will fund the deficit.

4.2 The Finance Manager provided an overview of the forecast deficit for 2022/23 and described the significant financial challenges which faced IL. IC Officers have been made aware of the revised forecast.

- 4.3 Total income is forecast to be approximately £30k ahead of target.
- 4.4 Total expenditure is forecast to be approximately £307k higher than budget, with the biggest impact being on utilities.
- 4.5 Lengthy discussion took place regarding the consequences the £278k deficit would have on the business and the difficult decisions Directors could face in the future. The Chair stated that it is the responsibility of Directors to decide how they want to take the business forward and how the management fee with IC is negotiated, however, the Chair acknowledged the difficulties facing both IL & IC.
- Decided:**
- i that the Directors noted the content of the report; and
 - ii that the Directors agreed that the CEO approaches IC as a matter of urgency to confirm whether it will fund the deficit of £278k for 2022/23.

5.0 Business Plan Update

- 5.1 There was submitted a report dated July 2022 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 pandemic.
- 5.2 Directors were informed that work will commence on the 23/26 Strategic Plan late this summer. A planning meeting will be arranged in November where Directors will be able to give their input. Thereafter, discussion will take place at the January '23 board meeting with a full presentation given to the March board meeting and submitted to IC afterwards.
- 5.3 The CEO provided an overview of IL's Business Continuity review. He explained that this document includes business continuity planning and risk planning strategy and forms part of our quality management system.
- 5.4 Directors were informed that IL are complying with the Environmental Protection Act 2021 for single use plastic products. The company has also made a commitment to reducing single use plastics and improve recycling throughout the organisation. The CEO outlined how these objectives will be achieved.
- 5.5 An overview of IL's wellness programmes was given to Directors. This included our current stakeholders, the services we deliver and IL's commitment to working with IC and other partners to drive outcomes associated with the new 3-year IC Active Inverclyde Strategy focusing on active people, active partnerships and active communities which aligns with the Scottish Government and Sports Scotland strategies.

5.6 Directors were updated on the tennis project including the outcome of a meeting held with all partners and Alliance Leisure on 28th June, 2022. The CEO will continue to update Directors on progress.

5.7 The board were presented with IL's latest KPI figures.

5.8 Discussion took place regarding climate control.

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 July 2022 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: -

- As part of the Summer of Fun Programme IC have provided funding to offer free playschemes; morning X-Height sessions, pictures in the park, free swimming and funded gym sessions.
- Facilities update was provided to the Board, which included the good work taking place within all IL centres during the summer months.
- The preparations for the 22/23 curling season are well underway.
- An update on the Rookie Lifeguard and Lifeguard/Swim Teachers recruitment was provided.
- A hearing loop system will be installed in designated areas within the Waterfront, following a successful grant application to the Peter Stanton Memorial Trust.
- Feedback from Gourock Pool customers continues to be positive. Due to their popularity, Starlight Swims are taking place every week. The current NPS score shows a quarterly score of 100% and an annual score of 55.6%.
- IC have agreed to fund new pool covers at Gourock Pool.
- A community update was given including summer playschemes, town halls and parks & pitches update. It has been confirmed that Greenock Town Hall will support the delivery of the next phase of the vaccine programme, commencing in September.
- The Warrior 5K event was a great success with lots of positive feedback received from participants.
- Directors were informed of upcoming events.

6.3 Discussion took place regarding how funding could be improved to help local talented sportspeople in Inverclyde. Chris Jewell stated that Inverclyde Sports Personality Awards give grants amounting to £300 and the Head of Culture, Communities and

Educational Resources stated that IC mainly give grants to teams and organisations.

6.4 In response to a question regarding a request to look at the timing of the funded gym sessions during school holidays, the Head of Leisure and Communities described the rationale behind this decision and advised that it will continue to be monitored.

Decided:

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

7.0 Corporate Development Update

7.1 There was submitted a report dated July 2022 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 CEO provided Directors with an update on the company's corporate development and highlighted the following key areas:-

- An update was given on the new employee recognition scheme. The next stage will be developing the physical recognition process.
- IL staff handbook and contracts have all been updated.
- Directors were informed that the next Staff Mis module, facility checks and maintenance, has been introduced.
- IL is finalising cyber accreditation and insurance with Cyber Tec Security which will be concluded by end of July 22.
- Directors were advised that due to consistently high net promotor score, IL have been selected to take part in a national case study which will feature in leisure press.
- Directors were updated on the new membership packages including the new 21-10 membership package.
- The Win Back Wheel has proved very successful, with 500 leads generated to date.

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 26th September 2022 at 3.30pm within the Indoor Bowling Centre (at which time the AGM will take place)

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

Chairman.....

Date.....