

**MINUTES OF INVERCLYDE LEISURE
BOARD MEETING
held on
Monday 27th March, 2023 at 3.30pm
within the Waterfront Leisure Complex**

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

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	<u>Apologies for Absence</u>	
1.1	Apologies for absence were received from Dr Liz Cameron and Puneet Gupta.	
2.0	<u>Minutes of Meeting of 30th January, 2023</u>	
2.1	The minutes of the meeting of 30 th January, 2023 were submitted and approved on the motion of Chris Jewell and seconded by Councillor Graeme Brooks.	
3.0	<u>Matters Arising</u>	
3.1	<i>Directors were informed that the cost of living increase was agreed at Inverclyde Council's Policy and Resources meeting and has now been implemented.</i>	
4.0	<u>Strategic Plan Presentation 2023-2026</u>	
4.1	The CEO presented Directors with a summary of the Strategic Plan for 2023–2026. This was followed by the management team who focused on their areas of responsibility including finance, facilities management, business development and operational aims and objectives for IL facilities.	
4.2	The Chair thanked the team and commented that this was a comprehensive document and shows how the team are all working well together. He noted the good working relationship with IC and thanked them for their ongoing support.	
4.3	The Chair invited comments and questions from Directors.	

4.4	In response to a question the CEO confirmed that the Annual Report, which will be presented in September, will show how IL performed and what's still to be achieved.	
4.5	A question was raised regarding the sustainability of our facilities in the longer term. The CEO advised that IL would continue to work with IC in this regard.	
4.6	Councillor Lynne Quinn requested that a link be sent to access the Strategic Plan online. Councillor Reynolds left the meeting.	
5.0	<u>2023/2024 Financial Budget</u>	
5.1	There was submitted a report dated March 2023 by the Finance Manager for Directors to review and approve the 2023/24 financial budget.	
5.2	The Finance Manager outlined the substantive changes to IL's Funding Agreement and confirmed the agreed management fee for 23/24 to 2026. In addition, the Finance Manager stated that IL are appreciative of the £400k which IC has set aside which can be drawn down as and when required, following discussion with IC.	
5.3	Due to the substantial changes in the Funding Agreement, the Chair invited comments and questions from Directors.	
5.4	Clarification was sought on the transferring of utility bills to IC. The CEO confirmed that IC has undertaken to pay gas and electricity costs for most IL sites from 1 st April 2023.	
5.5	Chris Jewell requested that it would be helpful if the previous year's figures could run alongside the current budget for next year's report.	
5.6	Core income has been estimated at approx. £5.5m	
5.7	Total expenditure is forecast to be approx. £6.3m Decided: i that the Directors approved the 2023/24 budget; and ii that the Directors approved the 5% pay increase to all pay grades outwith the living wage.	
6.0	<u>Financial Monitoring Report</u>	
6.1	There was submitted a report dated March 2023 by the Finance Manager updating Directors with the reprojected financial forecast for the year to 31 st March 2023 versus budget.	

6.2	The Finance Manager provided an overview of the projected operating surplus -v- previous projection. The latest forecast is showing a slight surplus as at 31 st March, 2023.	
6.3	The Finance Manager reported that core income is projected to be £141k up versus target.	
6.4	Total expenditure is forecast to be approx. £509 higher than budget. Decided:	
	i that the Directors noted the content of the report; and	
	ii that Directors approved the forecasted one-off cost of living payment to relevant staff.	
7.0	<u>Business Plan Update</u>	
7.1	There was submitted a report dated March 2023 by the Chief Executive updating Directors on areas of the Strategic Plan being worked on by the team, new initiatives and agree the Strategic Plan for 2023/26.	
7.2	The CEO advised that since he covered the Executive Summary in the presentation, he would move on to the next section of his report.	
7.3	The CEO updated Directors on IC's budget consultation and the agreed savings which have been taken by IC.	
7.4	The CEO highlighted the employee survey which is carried out once per year. This continues to show employee satisfaction is still high within the company. Going forward the aim will be to improve on these figures with the introduction of the Employment Development Framework.	
	Councillor Quinn left the meeting.	
7.5	Directors were presented with the latest KPI figures. This is the first time there has been a drop off in NPS figures. This was due to customers scoring us lower as we have not updated fitness equipment.	
	Decided:	
	i that the Directors noted the content of the report; and	
	ii that the Directors agreed the 2023/24 Business Plan.	
	Chris Jewell left the meeting.	
8.0	<u>Leisure & Community Facilities Update</u>	
8.1	There was submitted a report dated March 2023 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	<p>The Head of Leisure and Community Facilities provided Directors with an update on the company’s operations and highlighted the following key issues: -</p> <ul style="list-style-type: none"> • The tender for provision of catering and bars for Town Halls is now live on the Scottish Procurement Framework Portal. • A new class has been added to the Strength Shed programme called ‘Teens that Lift’ • Inverkip PS were the winners in the Sportshall Athletics Final held in February. • Birkmyre Fitness Gym refurbishment will commence first week in April. • IC funded vouchers are proving popular at our centres. • Make a Move Challenge is proving popular at Ravenscraig Activity Centre. • Staff members have completed a specialist pool plant operator training course. • A number of competitive club skaters competed successfully in National competitions and the club are now in training towards the Blackpool Skating Festival. • Work is underway to get Gourrock Pool ready for opening on Friday 5th May 2023. • Directors were informed of several IL showcase events taking place in Greenock Town Hall in the next few months including Northern Soul, Gary Meikle and Paul Smith. • Parklea Stadium will be the venue for the Under 15’s Girls International Fixtures taking place on 3rd, 5th & 6th April. The Scottish Girls will be awarded their International Caps on the 6th April at Port Glasgow Town Hall. 	
8.3	<p>The Head of Leisure and Community Facilities advised that discussions are ongoing regarding the timescales for work to commence on the moveable pool floor at the Waterfront and he will keep Directors updated on progress.</p> <p>Decided:</p> <ol style="list-style-type: none"> i. that the Directors noted the content of the report. 	
9.0	<p><u>Corporate Development Update</u></p>	
9.1	<p>There was submitted a report dated March 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.</p>	
9.2	<p>The Head of Business Development & Corporate Support provided Directors with an update on the company’s corporate development and highlighted the following key areas:-</p> <ul style="list-style-type: none"> • Voluntary severance process is nearing completion with the final employee consultations and letters having been issued. The deadline for final confirmation is 29th March 2023. 	

	<ul style="list-style-type: none"> • New employee Development Framework is now completed. A training workshop has been organised towards the end of April and the framework will launch simultaneously with the Strategic Plan in May '23. • The WOW Awards are going from strength to strength. • IL will be implementing a new sales prospecting system next month. 'BOB' utilises artificial information to support our membership team with lead generation. • Marketing campaigns continue to be strong with the focus moving towards the April and May campaigns. Proofs will be made available at the next meeting. <p>Decided:</p> <p>i. that the Directors noted the content of the report.</p>	
10.0	<u>Board Meeting Schedule – 2023/2024</u>	
10.1	There was submitted a report dated March 2023 by the Chief Executive recommending to Directors the meeting schedule for 2023/24.	
10.2	It was noted that Directors requested that the board meeting be brought forward to 3pm when there is a presentation. Decided: i that the Directors noted the content of the report.	
11.0	<u>AOCB</u>	
11.1	The CEO informed Directors that Free Swimming for Under 16's in Inverclyde is to be scaled back.	
12.0	<u>Date of the Next Meeting</u>	
12.1	The date of the next meeting will be Monday 29 th May 2023 at 3.30pm. Venue to be confirmed.	

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

Chair.....

Date.....