

**MINUTES OF INVERCLYDE LEISURE  
BOARD MEETING**

**held on**

**Monday 29<sup>th</sup> July, 2024 at 3.30pm  
within the Waterfront Leisure Complex**

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

**Observer:**

**In Attendance:** Kieron Vango, Chief Executive, David McCorkindale, Head of Leisure & Community Facilities and Audrey Lavelle, Finance Manager, all Inverclyde Leisure, Hugh Scott, Service Manager 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 Liz Cameron, Puneet Gupta and Councillor Sandra Reynolds.

**2.0            Minutes of Meeting of 3<sup>rd</sup> June, 2024**

2.1            The minutes of the meeting of 3<sup>rd</sup> June, 2024 were submitted and approved on the motion of Councillor Graeme Brookes and seconded by Bobby McVitie.

**3.0            Matters Arising**

3.1            None.

**4.0            Financial Monitoring Report**

4.1            There was submitted a report dated July 2024 by the Finance Manager updating Directors with the financial projection for 2024/2025 versus budget and providing an update on the 2023/2024 audit.

4.2            The Finance Manager informed Directors that since the last meeting the projection is slightly better versus budget.

4.3            The Finance Manager reported that the core income projection was up on budget mainly due to the strong performance in membership sales. She advised Directors that this forecast was based on 2 months of actuals and a full review and reprojection will be done for the next board meeting and will be based on 5 months of actual results.

- 4.4 The Finance Manager advised Directors that the expenditure is projecting higher than budget, mainly due to increased bank charges and central support costs due to an increase in sales.
- 4.5 Directors were informed that following the annual audit the summary figures have been submitted to Inverclyde Council. Welsh Walker will attend the AGM in September. The Finance Manager stated that there was nothing to bring to the attention of Directors of any risk.
- 4.6 In response to a question from Councillor Brooks regarding the withdrawal of the NHS vaccine clinic from the town hall, the CEO stated that there is no risk to the company. Hugh Scott advised that this had been raised at the client meeting.
- 4.7 Hugh Scott advised that discussions are ongoing with the CEO and the Head of Leisure & Community Facilities in relation to reducing utility charges.
- Decided:**  
i that the Directors noted the content of the report.

## **5.0 Business Plan Update**

- 5.1 There was submitted a report dated July 2024 by the Chief Executive updating Directors on areas of the Strategic Plan being worked on by the team.
- 5.2 The CEO explained that IL's growth plan strategy continues to be very successful and outlined the positive improvements being seen in Birkmyre Gym, Port Glasgow Pool and the Town Halls. This year work will continue to develop the Studios growth plan followed by the Parks and Pitches, Athletics Track, Boglestone and the Waterfront Gym/Pool. The Chair welcomed the feedback on the growth plans and acknowledged the good work that was taking place.
- 5.3 Directors were informed that a full review of our Quality Management System has been completed.
- 5.4 Directors were advised that Health & Safety reviews have recently taken place with the annual audits taking place in October.
- 5.5 The CEO informed Directors that a development workshop for Centre Managers will take place in August. This training focuses on the Facet 5 personality profile.
- 5.6 Directors were updated on the latest KPI figures.

5.7 In response to a question from Corey Beaton on the strategic purpose of the growth plans, the CEO stated that it was to give ownership back to staff, reduces risk and drives the business forward.

**Decided:**

i that the Directors noted the content of the report.

**6.0 Corporate Development Update**

6.1 There was submitted a report dated July 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.

6.2 Directors were updated on the most recent WOW nominations.

6.3 Directors were informed that the EDF is now in its second year and feedback from employees has been positive. The 1<sup>st</sup> review of this year is taking place throughout July and August '24. Examples of IL's values were given to Directors, which they found helpful.

6.4 Directors were informed that the company is currently in the process of renewing its insurance. Directors will be informed once a provider has been confirmed.

6.5 Directors were advised that the planning process for the September and October marketing campaigns are well underway.

6.6 The CEO advised Directors that another new persona campaign has been launched. The CEO reported that over 40 member submissions were received, which has been shortlisted to 10. Examples of the casting call and key personas were given to Directors. A video presentation showcasing the members' journey will be shown at the November Board Meeting.

**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 July 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: -

- Over 100 employees attended a customer training workshop.
- Mother & Baby classes at Greenock Sports Centre are proving popular with an additional day being added.

- Summer programmes across all sites have been performing well with Olympic themed events taking place.
- Junior Park Run has been introduced at Birkmyre Gym.
- Hangfast delivered climbing training to staff at Ravenscraig Activity Centre.
- New Les Mills Sprint sessions are proving popular at Ravenscraig and Boglestone Activity Centres.
- Boglestone Café has successfully provided lunches to 2 of the funded lunch Playschemes.
- Skate UK Competition was a huge success with the Waterfront welcoming 125 skaters and 460 spectators to the rink.
- 2 Lifeguard courses have taken place resulting in 15 newly qualified lifeguards.
- Following a mystery visit in June, Gourock Pool was awarded 4 stars from Visit Scotland who highlighted that “the staff were exceptional.”
- Great feedback has been received from parents of children attending this year’s Summer Playscheme, which has been fully funded by IC. A survey will go out to parents this week asking for their feedback on this year’s playschemes.
- Directors were informed of upcoming events.

7.3 In response to a question from Councillor Clocherty about the condition of the courts in Greenock Sports Centre, the CEO advised that the short-term strategy is to carry out repairs to the floor. Bobby McVitie advised that initial works have been done but not fully completed.

7.4 In response to a question from Corey Beaton regarding any plans to expand the merchandise being sold at Gourock Pool to other sites, the CEO said that there are no plans at the moment, however, we are looking to expand the range of merchandise on offer at Gourock Pool next year.

**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 23<sup>rd</sup> September 2024 at 3.30pm within the Waterfront Leisure Complex at which time the AGM will take place.

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

Chair.....

Date.....