

MINUTES of the MEETING OF THE BOARD OF DIRECTORS of WEST LOTHIAN LEISURE HELD by IN PERSON ON THURSDAY 16th May 2024 **5.30PM.**

Present: Sergio Tansini (Chair), Craig Campbell, Beverley Greer, Gillian Hentges, Suzanne McAdam, Cllr Tom Conn (online), Cllr Danny Logue, Michelle Chambers-Cran, Kim Walker

Apologies: none

In Attendance – Ben Lamb, Mark Chambers, Andrew Heron, Karen Wernham, Susie Crawford, Alan Colquhoun (West Lothian Council). Janice Swan (Item 6 only), Will Reeves (Item 8 & 9 only), Karen Anderson and Robert Taylor (Item 6, 8 and 9 only)

1.	<p>QUORUM</p> <p>The Chair advised that a quorum was present and that the meeting could proceed as planned.</p>	
2.	<p>ADDITIONAL OR ANY OTHER COMPETENT BUSINESS TO BE CONSIDERED AT THE END OF THE MEETING</p> <p>VAT position update from the Head of Finance</p>	
3.	<p>DECLARATIONS OF INTEREST</p> <p>The Chair expanded on this item and why it is necessary. No declarations of interest were received.</p>	
4.	<p>MINUTES OF THE BOARD MEETING HELD ON 21st FEBRUARY 2024</p> <p>The minutes were accepted as a true and accurate record.</p>	
5.	<p>MINUTES OF THE AUDIT AND FINANCE COMMITTEE HELD ON 24th APRIL 2024</p> <p>The minutes were accepted as a true and accurate record.</p>	
6.	<p>PEOPLE ENGAGEMENT SURVEY UPDATE</p> <p>The Senior HR Advisor presented an update on results of the recent People Engagement Survey</p> <p>Action: presentation slides to be issued to trustees</p>	
7.	<p>EVALUATION OF INVESTMENT PROPOSALS (REP-0960)</p> <p>The Chief Executive provided an overview of the paper which informs Directors about the process for evaluating and prioritising business cases for future development of facilities as well as noting planned projects and expected financial performance.</p>	
8.	<p>HEALTH & SAFETY ANNUAL REPORT & POLICY (REP- 0961 & Appendix 1)</p>	

	<p>The Health & Safety Compliance Manager provided a review of health and safety compliance and performance and invited trustees to approve the Health and Safety Policy for 2024/25.</p> <p>It was noted that audits of all facilities were carried out and (with scores of the audits as a comparison against previous results shown). All site scores have increased due to improvements in the completion of safety checks, and additional refresher health and safety training. It was pleasing to see all sites moving forward and the number of sites that have achieved 100%.</p> <p>It was queried whether the 100% audit scores accurately reflected actual conditions or if they were artificially high due to venues being aware of the audit schedule. The Health & Safety Compliance Manager clarified that the audits review records and inspections from an extended period, making it difficult for venues to prepare solely for the audit.</p> <p>Trustees noted the report.</p> <p>Decision: Board approved the 24/25 Health & Safety Policy.</p>	
<p>9.</p>	<p>Annual Risk Report (REP 0962) and Appendix 1 (Risk Policy and Procedure) & Appendix 2 (Risk Register)</p> <p>The Health & Safety Compliance Manager provided an overview of the annual risk report, noting the work that has taken place to streamline to number of Risks.</p> <p>The Board of Trustees ultimately has responsibility for risk management within the Company and this report is designed to help Trustees identify the high (strategic) risks and what is being done to mitigate them.</p> <p>The Health & Safety Compliance Manager delivered a session in April to Trustees which outlined the key principles of risk management (and trustee's duties in relation to this) as well as reviewing the strategic risk register and risk appetite.</p> <p>Trustees reviewed the risk appetite matrix agreeing a revised position for 2024/25.</p> <p>GH suggested some changes when defining quantifiable measures which would help better understanding of the definitions in appetite scoring. It was agreed that these changes would be made and an update provided to the Audit and Finance Committee in August.</p> <p>Decision: Board noted the corporate risk register update and approved the Strategic Risk Management Policy and Risk Register Procedure, subject to definition changes to quantifiable measures in the policy.</p>	

10.	<p>PERFORMANCE REPORT (REP-0963)</p> <p>Redacted Information: Specific financial figures and related sensitive commercial details have been redacted for confidentiality</p> <p><u>CHIEF EXECUTIVE REPORT</u></p> <p>The Chief Executive highlighted some of the notable recent highlights:</p> <p>It was noted that the year stand outs as one of the most challenging in the company's history.</p> <p>It was also noted that West Lothian's first indoor Padel tennis court will be open at Xcite Bathgate later this month as well as Xcite Linlithgow's gym extension.</p> <p><u>FINANCIAL PERFORMANCE</u></p> <p>Redacted Information: Specific financial figures and related sensitive commercial details have been redacted for confidentiality</p> <p><u>PERFORMANCE AGAINST COMPANY GOALS & HIGHLIGHTS REPORT</u></p> <p>The coaching programme continues to grow, with significant growth in gymnastics due to the reprovision of the bowling hall in Xcite Bathgate into the Academy Arena in October 23.</p> <p>Gym visits over the last twelve months have continued to grow despite the closure of two out of the three facilities who had gyms.</p> <p>A GP Referral 'Test of Change' model launched in January and will inform future funding for 2025-26.</p> <p>The overall NPS score of 55 year-to-date remains above target, whilst remaining above the national benchmark of 40 by 15 points. This is a fantastic reflection of the work the team are doing to meet customer expectations.</p> <p>The bi-annual statutory ESOS (Energy Savings Opportunities Scheme) survey work has been submitted and we are awaiting the final approval of our application.</p> <p>Decision: Board noted the performance update</p>	
11.	<p>ARTICLES OF ASSOCIATION REVIEW (REP 0964)</p> <p>Board were asked to review and approve the proposed changes to the Articles of Association to allow them to be legally adopted. This is in conjunction with the recent Board decision to change the composition of Board directors.</p> <p>Decision: Board approved the changes</p>	
12.	<p>AOB None</p>	

13.	DATE OF NEXT MEETINGS Audit and Finance Sub Committee: (3.30pm Head Office) <ul style="list-style-type: none">• Wednesday 7th August 2024• Wednesday 6th November 2024 Board (5.30pm Head Office) <ul style="list-style-type: none">• Thursday 19th September 2024 (and AGM)• Thursday 12th December 2024	
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