

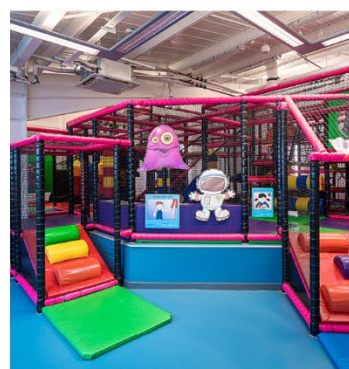
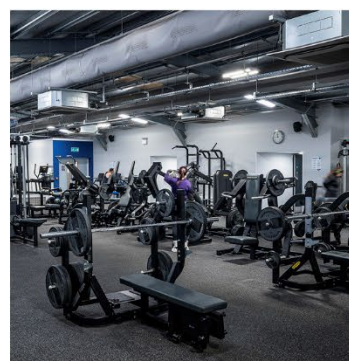
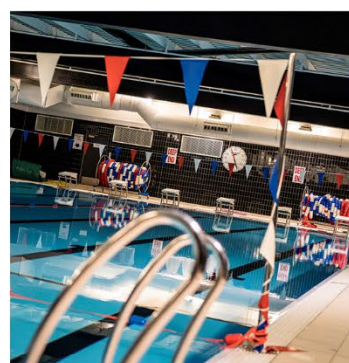
# XCITE

West Lothian Leisure

## Minutes of the meeting of the Board of West Lothian Leisure Limited. Thursday 21 February 2024.

**YOUR CHARITY, INVESTING  
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BACK INTO A HEALTHIER AND  
HAPPIER WEST Lothian.**

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MINUTES of the MEETING OF THE BOARD OF DIRECTORS of WEST LOTHIAN LEISURE HELD by IN PERSON ON THURSDAY 21<sup>st</sup> February 2024 @ 5.30PM.

**Present:** Sergio Tansini (Chair), Craig Campbell, Beverley Greer, Gillian Hentges (online), Suzanne McAdam, Cllr Tom Conn

**Apologies:** Cllr Danny Logue,

**In Attendance** – Ben Lamb, Mark Chambers, Andrew Heron (online), Alan Colquhoun (West Lothian Council). Josh Mabon (Item 6 only).

1.	<p><b>QUORUM</b></p> <p>The Chair advised that a quorum was present and that the meeting could proceed as planned.</p>	
2.	<p><b>ADDITIONAL OR ANY OTHER COMPETENT BUSINESS TO BE CONSIDERED AT THE END OF THE MEETING</b></p> <p>The Chair wishes to update Trustees on new trustee recruitment process.</p>	
3.	<p><b>DECLARATIONS OF INTEREST</b></p> <p>None</p>	
4.	<p><b>MINUTES OF THE BOARD MEETING HELD ON 14<sup>th</sup> DECEMBER 2024</b></p> <p>The minutes were accepted as a true and accurate record.</p>	
5.	<p><b>MINUTES OF THE AUDIT AND FINANCE COMMITTEE HELD ON 24<sup>th</sup> JANUARY 2024</b></p> <p>The minutes were accepted as a true and accurate record.</p>	
6.	<p><b>PERFORMANCE DEEP DIVE: SCHOOLS (PRESENTATION)</b></p> <p>Jash Mabon (Schools Business Development Manager) presented an overview of services provided across the school estate, including current challenges and future opportunities. Josh highlighted recent growth within the schools estate and further growth opportunities following customer and programme migration.</p> <p>Craig Campbell enquired about capacity to grow usage following Josh’s overview of occupancy. It was noted that while there is an opportunity to grow, demand and availability of other non-WLL managed facilities play a factor.</p> <p>Josh highlighted the successes of partnership working and the collective vision between WLL, WLC and Schools.</p>	
7.	<p><b>Performance Report: End January 2024 (REP-0955) and Appendix 1,2 &amp; 3)</b></p> <p><b><u>CHIEF EXECUTIVE REPORT</u></b></p> <p>Ben lamb highlighted some of the notable recent highlights:</p>	

	<p>Membership – number of members 94% of best trading period ever (May 2023) and gym visits 18% higher than Jan 2023. Remarkable performance given operating with 3 less sport and leisure venues.</p> <p>Concessionary membership (an important part of the WLL offer which demonstrates impact and value and is a point of difference compared to the private sector) have already exceeded the full year 22/23 figures.</p> <p>Subsidy per visit – it was noted that there was a mistake in the performance report (section C, row 7). The actual figure is much more positive - a £0.50 improvement from prior year.</p> <p><b><u>FINANCIAL PERFORMANCE</u></b></p> <p>The Chief Executive presented the Performance to 31<sup>st</sup> October 2023.</p> <p><b><u>COMPANY GOALS HIGHLIGHTS REPORT</u></b></p> <p>Weight Management programme funding has not been confirmed beyond March 2024 and remains a concern. Without funding programme reductions will be required.</p> <p>Net Promoter Score increased by 1 point for the period which remains above industry average and ahead of target.</p> <p>New Fundraising Manager recruited and due to start end March 2024.</p> <p>10-year capital plan work complete. £180k capital spend provided by WLC per annum. It was noted that WLL are no longer able to invest in lifecycle costs and will notify the landlord (WLC) of this.</p> <p>An update on gym extension projects being scoped were provided as well as progress on other capital development ideas being explored.</p>	
8	<p><b>BUDGET 2024/25 (REP-0956)</b></p> <p><b>a. 2024/25 Revenue Budget</b></p> <p>Andrew Heron provided an overview of the budget for 2024/25 following recommendation by A&amp;F committee in January. The Board are asked to approve the budget for 2024/25.</p> <p>There are a number of factors placing unprecedented pressure on the budget and long-term stability of the charity. These include:</p> <ul style="list-style-type: none"> <li>• Member retention</li> <li>• Significant cost pressures due to high inflation.</li> <li>• Wage pressures primarily due to the increase in Real Living Wage.</li> <li>• Highly competitive labour market and suppressed rates of pay</li> <li>• Increased energy costs</li> <li>• The maintenance budget</li> </ul>	

	<p><b>Decision: Board approved the 2024/25 Revenue Budget, subject to WLC confirming funding for RLW.</b></p> <p><b>b. 2024/25 Pricing Report</b></p> <p>Mark Chambers provided a presentation covering rationale and key highlights from the pricing report.</p> <p><b>Decision: Board approved the 2024/25 Pricing recommendations.</b></p> <p><b>c. Performance Report</b></p> <p>The Chief Executive presented the report seeking approval for:</p> <ul style="list-style-type: none"> <li>• 24/25 Performance Measures</li> <li>• 2024/25 Agenda Plan</li> <li>• 2024/25 Meeting Dates</li> </ul> <p><b>Decision: Board approved the recommendations as per report.</b></p>	
12.	<p><b>AOCB</b></p> <p>The Chair advised that conversations were being held with 4 potential Trustees on Friday 23<sup>rd</sup> February and members of the nominations committee were encouraged to review CV's and ask questions were appropriate.</p> <p>It was noted that the quality of candidates was excellent and reflected very well on WLL and its reputation.</p>	
13.	<p><b>Dates of Next Meetings:</b></p> <p><b>Audit and Finance Sub Committee:</b> (3.30pm Head Office)</p> <ul style="list-style-type: none"> <li>• Wednesday 24<sup>th</sup> April 2024 (Risk Review workshop 1.30-3.00pm)</li> <li>• Wednesday 7<sup>th</sup> August 2024</li> <li>• Wednesday 6<sup>th</sup> November 2024</li> </ul> <p><b>Board</b> (5.30pm Head Office)</p> <ul style="list-style-type: none"> <li>• Thursday 22<sup>nd</sup> February 2024</li> <li>• Thursday 16<sup>th</sup> May 2024</li> <li>• Thursday 19<sup>th</sup> September 2024</li> <li>• Thursday 20<sup>th</sup> February 2025</li> </ul>	