

**MINUTES OF INVERCLYDE LEISURE
BOARD MEETING**

held on

Monday 29th July 2019 at 3.30pm

Within Boglestone Community Centre

Present: Bill Hawthorne, Councillor Jim McEleny, Councillor Graeme Brooks, Councillor Lynne Quinn and Chris Jewell.

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

1.0 Apologies for Absence

1.1 Councillor Jim Clocherty, Colin Wilson, Puneet Gupta, and Andrew Hetherington.

2.0 Minutes of Meeting of 27th May 2019

2.1 The minutes of the meeting of 27th May 2019 were submitted and approved on the motion of Chris Jewell and seconded by Councillor Jim McEleny.

3.0 Matters Arising

3.1 The Head of Leisure & Communities reported to Directors that feasibility would be prohibitive to open Gourock Pool on Christmas and New Year's Day.

3.2 *7.3 – The Head of Leisure & Communities to e-mail Councillor Graeme Brookes with an update on an issue regarding Ravenscraig Stadium.*

4.0 Financial Monitoring Report to 31st May 2019

4.1 There was submitted a report dated 30th July 2019 by the Finance Manager updating Directors with information on income up to the 31st May 2019.

4.2 The Finance Manager reported income is slightly behind target, by only 2%, but sales are proving strong with our newly refurbished facilities.

4.3 Total expenditure is approximately £17k below projection, mainly due to timing of the expenses versus the budget phasing.

- 4.4 **Decided:**
i that the Directors noted the content of the report.

5.0 Business Plan Update

- 5.1 There was submitted a report dated 30th July 2019 by the Chief Executive updating Directors on the areas of the Strategic Plan being working on by the team, new projects and initiatives and agreed recommendations at the end of this report.
- 5.2 Directors were informed that Stage 2 of the tennis application has been completed and the bid submitted in time for the June deadline. The process will take around 8-12 weeks and Directors will be informed as the stage progresses.
- 5.3 The CEO explained to the Board about the early market engagement prospectus by Moray Leisure & Libraries and the possible opportunities of such an arrangement. Directors were asked for permission to proceed with the early market engagement prospectus and it was agreed that IL may complete the prospectus.
- 5.4 Directors were informed of the progress with regards to the Port Glasgow Pool invest to save scheme. IL will be introducing an Express Fitness circuit model utilising TechnoGym's Bicircuit equipment. IL will be the first operator in Scotland to roll out the equipment.
- 5.5 The CEO informed Directors of IL's plans to refurbish the Waterfront gym as the equipment is now at its 5-year trade out age. The capital expenditure relates to the first spend in the gym equipment tender costs. Directors were asked to note the content and approve the capital investment. A unanimous decision was passed to approve the refurbishment for the Waterfront Gym equipment.
- 5.6 The CEO reported on strategic objectives achieved from April to the end of June 2019 in the year 3 plan.
- 5.7 Directors noted the KPI framework. It was agreed to lower the QMS KPI target to 75% from 80% as IL were now introducing blind audits and the previous target does not consider that weighting.
- 5.8 Discussion took place around how IL report complaints in the KPI framework.
- 5.9 **Decided:**
i. that the Directors noted the content of the report
ii. Agreed to progress with early market engagement with Moray Leisure
iii. Agreed to the Waterfront gym refurbishment of £220k
iv. Agreed to the QMS KPI target change

6.0 **Leisure & Community Facilities Update**

6.1 There was submitted a report dated 5th July 2019 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:-

- 12 members of IL's management team recently completed their Chartered Management Institute level 8 diploma.
- IL have received a grant towards 2 spaces on a new Business Management Graduate Scheme. Two members of our supervisory staff whom recently completed their level 6 diploma will be participating in scheme.
- Works to replace the floor in the Main Hall of Greenock Town Hall will commence 5th August 2019 until 15th September 2019.
- Summer Playschemes commenced 8th July and the admission charge subsidy of £2.50 was supported by Inverclyde Council
- IL have launched their summer brochure of activities
- The boiler replacement at the Waterfront is underway and works are expected to take between 14 to 16 weeks.
- 24 members of staff from across all departments have completed their 3-day first aid at work course.
- Lady Octavia Sports Centre has been a great success post refurbishment. Membership levels are at a record high for the centre and continue to grow.
- Boglestone Community Centre has recently underwent a major refurbishment and now boasts a much larger gym, a large Softplay area as well as a 'Proud to Serve Costa Coffee' café.

Decided:

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

7.0 **AOCB**

7.1 Crawlspace at the parks/pitches were discussed.

8.0 **Date of the Next Meeting**

8.1 The date of the next meeting will be Monday 30th September 2019 for the AGM which will take place at 3.30pm, venue to be decided.

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

Chairman.....

Date.....