

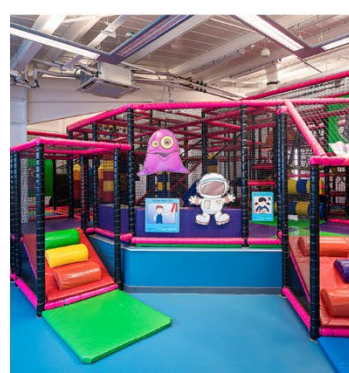
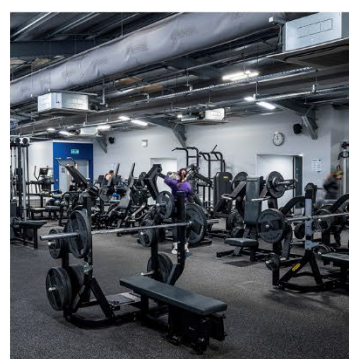
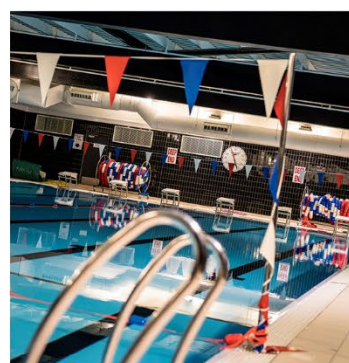
XCITE

West Lothian Leisure

Minutes of the meeting of the Board of West Lothian Leisure Limited. Thursday 25 May 2023.

**YOUR CHARITY, INVESTING
EVERY PENNY YOU SPEND
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 AND BY VIDEO CONFERENCE ON THURSDAY **25th MAY 2023 @ 5.00PM.**

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

Apologies: Cllr Peter Heggie, Cllr Danny Logue.

In Attendance – Ben Lamb; Karen Wernham; Mark Chambers; Andrew Heron; Alan Colquhoun (West Lothian Council)

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| 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>No AOCB.</p> | |
| 3. | <p>DECLARATIONS OF INTEREST</p> <p>None</p> | |
| 4. | <p>MINUTES OF THE BOARD MEETING HELD ON 23rd MARCH 2023</p> <p>The minutes were accepted as a true and accurate record.</p> | |
| 5. | <p>MINUTES OF THE AUDIT AND FINANCE COMMITTEE HELD ON 23rd ARRIL 2023</p> <p>The minutes were accepted as a true and accurate record.</p> | |
| 6. | <p>MINUTES OF EXTRAORDINARY BOARD MEETING HELD ON 23rd ARRIL 2023</p> <p>The minutes were accepted as a true and accurate record.</p> | |
| 7. | <p>ITEM 9 HEALTH & SAFETY ANNUAL REPORT (REP-0938)</p> <p>Will Reeves H&S Compliance Manager presented the annual health and safety report. Will highlighted the key elements in the report including there has been improvements across all sites in their annual inspections and audits scores.</p> <p>Will also reviewed all customers and staff accident data and these remain low and tend to be mainly as a result of lack of due care and attention by customers/staff. Only 1 staff accident was reportable.</p> <p>Will highlighted that our H&S advisors QLM have been readied to provide Directors H&S training on all aspects that Directors H&S responsibilities</p> <p>An update on pending legal claims will be circulated to Board – thereafter ongoing claims can be reported within 6 monthly/annual updates.</p> | WR |

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| 8. | <p>ITEM 10 HEALTH & SAFETY POLICY (REP-0939)</p> <p>Will Reeves highlighted the key elements of the H&S policy and informed Directors that no changes are required for the 2023-24 policy as the policy still fully covers all legal and safety risk responsibilities for the safe delivery of all services.</p> <p>The Board approved the Policy. To be signed by Chair & CEO and disseminated to staff</p> | BL |
| 9 | <p>ITEM 7 PROPERTY RATIONALISATION 7 CONSOLIDATION (VERBAL UPDATE)</p> <p>The CEO provided a verbal update on the property rationalisation process and highlighted the key dates as a reminder</p> <p>The CEO updated on the latest position regarding Howden Park and the one-off funding that WLC has made available for continued delivery of service until end March 2024.</p> <p>Media monitoring, customer sentiment and staff impact was discussed as well as early impact on financial performance.</p> | |
| 10. | <p>PERFORMANCE REPORT: TO 31st MARCH 2023 FOR FINANCIAL PERFORMANCE AND FOR NON-FINANCIAL PERFORMANCE (REP-0937)</p> <p><u>CHIEF EXECUTIVE REPORT</u> The CEO highlighted the excellent year-end financial position, noting some key highlights.</p> <p>Competitive threat risk also highlighted with Pure Gym opening 2 new locations one in Falkirk and one in Linlithgow.</p> <p>New upcoming/ recently completed projects outlined in the report were highlighted to help drive new income as we prepare for zero management fee from West Lothian Council.</p> <p><u>FINANCIAL PERFORMANCE</u> The Head of Finance presented the Performance to 31st March 2023.</p> <p>A summary of the key factors were discussed.</p> <p><u>COMPANY GOALS AND KPI'S</u></p> <p>Changes to the performance monitoring KPIs for 23/24 were noted.</p> <p>KPI's presented by exception and updates against each of the five company goals.</p> <p>Highlights included:</p> <ul style="list-style-type: none"> • Headcounts are up to 89% of pre covid numbers. • Ageing Well and concessionary visits are both above pre covid levels. • Total coaching participants per week has increased | |

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| | <ul style="list-style-type: none"> • NPS: 6 Xcite venues achieved target or are above target (62) which is one less than the previous report with 5 venues scoring below target. • Winchburgh Sport & Wellbeing Hub has in January, opened the gym for memberships and wider community access. • WLL have been supporting the development of the new cycle circuit at Xcite Linlithgow. Opening day planned for 27th May 2023. • Our 'Fitness Factory' sessions being launched in April. Young people will be able to attend a course of sessions to then become accredited to use the gym unsupervised. • Pure Gym are planning to open in a retail unit in Linlithgow and we are analysing this very closely. • The redevelopment of westlothianleisure.com is progressing well and we are aiming for completion by the end of the year. • The Bathgate gym refurb and kit replacement was completed on schedule and re-opened on Saturday 29th April after a 12-day closure. <p>RISK Key risks highlighted as outlined in the report, in-particular the risk of any unplanned plant failure, continue reduction in management fee, inflation/continued increase in cost of living and new competitors entering the market.</p> <p><u>Decision:</u> Report noted for information</p> | |
| <p>9.</p> | <p>AOCB NO AOCB</p> | |
| <p>10.</p> | <p>FUTURE MEETING DATES, TIMES AND VENUES</p> <p>Audit and Finance Sub Committee:</p> <ul style="list-style-type: none"> • Wednesday 9th August 3.30pm, Head Office • Wednesday 8th November, 3.30pm Head Office <p>Board:</p> <ul style="list-style-type: none"> • Thursday 21st September, 6.00pm Head Office • Thursday 14th December 5.00pm Head Office <p>AGM:</p> <ul style="list-style-type: none"> • Thursday 21st September, 5.00pm Head Office | |