

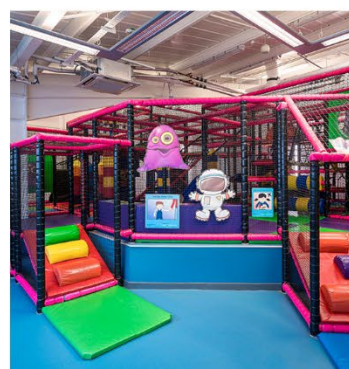
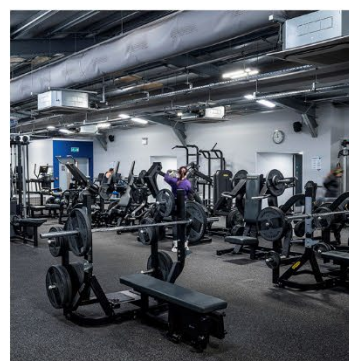
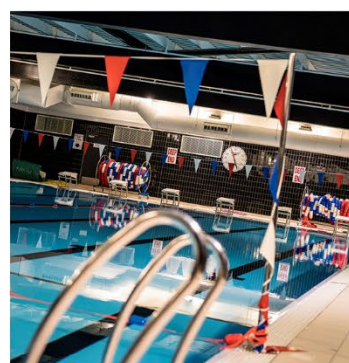
XCITE

West Lothian Leisure

Minutes of the meeting of the Board of West Lothian Leisure Limited. Thursday 14 December 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 ON THURSDAY 14th December 2023 @ 5.30PM.

Present: Sergio Tansini (Chair), Craig Campbell, Beverley Greer, Gillian Hentges, Suzanne McAdam, Cllr Danny Logue

Apologies: Cllr Tom Conn, Alan Colquhoun (West Lothian Council)

In Attendance – Ben Lamb, Mark Chambers, Andrew Heron. Lisa Hunter & Ian McLean Item 6 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>Andrew Heron to provide update on a recent VAT development.</p>	
3.	<p>DECLARATIONS OF INTEREST</p> <p>None</p>	
4.	<p>MINUTES OF THE BOARD MEETING HELD ON 21ST SEPTEMBER 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 8TH NOVEMBER 2023</p> <p>The minutes were accepted as a true and accurate record.</p>	
6.	<p>PERFORMANCE DEEP DIVE: HEALTH & WELLBEING (PRESENTATION)</p> <p>Lisa Hunter (Health & Wellbeing Manager) and Ian McLean (Operations Manager) presented an overview of services provided by our Health and Wellbeing Team and how they are funded. There was also a video presentation where participants in the various programmes spoke about the benefits they had gained from their participation.</p> <p>The general consensus was that this was a very important programme having a positive effect on the mental and physical health of the residents of West Lothian and it was an integral part of what we do.</p>	
7.	<p>Performance Report: End October 2023 (REP-0947 and Appendix 1,2 & 3)</p> <p><u>CHIEF EXECUTIVE REPORT</u></p> <p>Ben lamb highlighted some of the notable recent highlights:</p> <p>Membership - performance is holding steady and ahead of 3-year plan projections .</p>	

	<p>Customer Usage – 1.49m for the period (16% higher than target and 6% higher than the same period prior year).</p> <p>Subsidy per visit - 2p ahead of the year-end target and 38p better than end March 2023.</p> <p><u>FINANCIAL PERFORMANCE</u></p> <p>The Head of Finance presented the Performance to 31st October 2023.</p> <p>The intention is to reforecast again in January once the membership numbers for December are known and the full impact of the staffing restructure is established.</p>	
8	<p>PAY AWARD 2024/25 (REP-0948)</p> <p>Andrew Heron presented the paper on the proposed pay award from 1st April 2024. The Board approved the preferred option in the paper.</p>	
9.	<p>LINLITHGOW GYM EXTENSION (REP-0949)</p> <p>Suzanne McAdam presented the business case for the gym extension at Linlithgow. Suzanne advised that Linlithgow had seen a 25k increase in footfall year to date. 12 -15-year-olds had been allowed in the gym for the first time with 15k plus visits from this age group since May. This meant the gym was extremely busy with an increase in complaints.</p> <p>Gillian Hentges asked about how the income projections were arrived at. Mark Chambers advised that they were based on membership income per item ok kit less a tolerance.</p> <p>The Chair emphasised the need to inform existing members of the pending gym extension.</p> <p>Craig Campbell asked that future business cases for equipment covered the full life of the equipment i.e. 8 years and showed a break-even position in terms of the level of income required. He also asked that the assumptions around income projections be clearly outlined.</p>	
10.	<p>HEALTH & SAFETY REPORT (REP-0950)</p> <p>Mark Chambers provided the 6 monthly Health and Safety update. All H&S risk assessments up to date. Two on-going insurance claims both of which were being contested.</p>	
11.	<p>BOARD RECRUITMENT</p> <p>The changes to the Articles of Association regarding the composition of the Board were approved. The Chair provided an update on the recruitment process.</p> <p>Decision: Board agreed to recruit based on the specific skills and experience listed and the recommended make-up of the nominations committee.</p>	

12.	<p>AOCB</p> <p>The Head of Finance made the Board aware of a recent VAT ruling that could potentially mean that WLL could recovery elements of it's input VAT. Board to be updated on any developments.</p>	
13.	<p>Dates of Next Meetings:</p> <p>Audit and Finance Sub Committee: (3.30pm Head Office)</p> <ul style="list-style-type: none"> • Wednesday 24th January 2024 • Wednesday 24th April 2024 • Wednesday 7th August 2024 <p>Board (5.30pm Head Office)</p> <ul style="list-style-type: none"> • Thursday 22nd February 2024 • Thursday 16th May 2024 • Thursday 19th September 2024 	