

SOUTH LANARKSHIRE
Leisure & Culture

BOARD MEETING – 15 JANUARY 2024, 3PM
AGENDA
Location: MS Teams

**Agenda
Item**

1. Sederunt
2. Apologies
3. Declarations of Interest
4. Minutes of Previous Meeting
5. Matters Arising
6. Audit Committee Update
7. Activage Proposals 2024/25
8. Structure (verbal update)
9. AOCB
10. Risk Register Implications

Date of Next Meeting – 28 February 2024



South Lanarkshire Leisure and Culture SCIO is Scottish Charitable Incorporated Organisation (Scottish charity number SC023549) responsible for the operation, management and delivery of leisure and cultural activities on behalf of South Lanarkshire Council.

Minutes of Meeting of the Board of Directors of South Lanarkshire Leisure and Culture SCIO held at Hamilton Townhouse on Wednesday 15 November 2023.

1. Sederunt

Chair:

Avril Osborne

Board Members:

Cllr John Anderson, Angela Beggan, Neil Brown, Craig Cunningham, Cllr Maureen Devlin, Chris Goudie, Cllr Ross Lambie, Alan Morrison, Stephen Smellie

In Attendance:

Kay Morrison (Chief Executive)

Nick Lansdell (Strategy and Business Development Manager)

David Carter (Head of Operations and Estates)

Martin Cryans (Head of Business Development)

Ross McKie (Head of Corporate Services)

David Booth (Executive Director of Community and Enterprise Resources)

2. Apologies

Cllr Andrea Cowan, Robert Craig, Lisa Maule, Cllr Mo Razzaq

3. Declarations of Interest

Craig Cunningham declared his employment with the Health and Social Care Partnership who provide funding to SLLC.

4. Minutes of Previous Meeting

The minutes of the meeting of the Board held on Wednesday 9 August 2023 and action log were submitted for Board approval as a correct record.

The Board: approved the minutes and action log.

5. Matters Arising

There were no matters arising.

6. Performance Report – 2nd Quarter 2023/24

The Board was guided through the report for the second quarter of 2023/24.

- ◆ Membership numbers have increased, and income targets are improving since the reduction in cost of membership to £25. There was no price increase last year however there is now scope for an increase with benchmarking underway to ensure SLLC remain within market tolerance. The Head of Corporate Services will work with his team to track this throughout the year and proposals will be brought to Board where necessary.
- ◆ The Head of Corporate Services will also provide financial forecasting across a 12-month period in the next report.

- ◆ A request was received for a forecast on memberships across the year and this was also noted for inclusion in the next report.
- ◆ Benchmarking in relation to income is more difficult to access with organisations less likely to share this information. The closest comparisons would be the cost per visit which form part of the Local Government Benchmarking Framework. It was also noted that this does not always provide a like for like comparison.
- ◆ The Board were advised that a new booking app will be piloted in Carluke and rolled out across the business which it is hoped will improve the customer experience and provide an opportunity to gather customer intel. The usual data protection safeguards will be in place. The Board will be provided with more information on the app at a future meeting.

The Board: noted the report.

7. Revenue Budget 2023/24

The Board was presented with a report providing an update on the most recent budget monitoring position as at 30 September 2023 and the draft outturn position for 2023/24.

Recommendation: The Board is asked to note the content of the report.

- ◆ Concern was raised regarding the pay award. Liability for the pay award, which is linked to employee terms and conditions, was transferred from South Lanarkshire Council (SLC or the Council) to SLLC two years ago. The Council covered the gap in year one however SLLC are not set up as an organisation to manage the pay award which can come at any point in the year. However constructive discussions are planned with SLC so that SLLC may plan ahead.
- ◆ SLLC are in early discussions with SLC concerning the legal position for both organisations associated with the transfer of utility costs to the Council. If agreed, the cost to cover utilities would be taken from the management fee with efficiencies realised for SLLC in VAT savings. This arrangement is in place with other trusts and local authorities across Scotland.
- ◆ Concern was raised regarding changes made to concessionary rates and the Council's commitment there would be 'no detriment' to SLLC. Discussions are ongoing however the Chair noted that it may be prudent to discuss this at the January meeting.
- ◆ Current reserves have been built up over the last two years. Organisations across Scotland have little or no reserves therefore SLLC are not out of step however the commitment is always to build on reserves where possible.

The Board: noted the report.

8. Price Increase and Savings Proposals 2024/25

The Board was presented with proposals to balance the projected £6.591m budget gap for 2024/25.

Recommendations: The Board is asked to approve the following recommendations:

- (1) That the projected budget gap as outlined at 3.4 for 2024/25 is noted.
- (2) That South Lanarkshire Council's budget option that the Management fee provided to SLLC to operate Leisure and Culture services on its behalf is reduced by £1.5m is noted.
- (3) That the one-off mitigations as outlined at 4.2 and 4.3 are noted.
- (4) That the options to increase income as outlined 4.4 – 4.12 are noted.
- (5) That the recommendation to South Lanarkshire Council (SLC or the Council) as outlined at 4.8, to increase the Activage charge from £80 to £120 is approved.
- (6) That proposals to reduce expenditure as outlined 5.1 – 5.21 are noted.
- (7) That the criteria developed to assess the facilities currently operated by SLLC as outlined at 5.17 are approved.
- (8) That the Board consider whether any of the options outlined in the report present a sufficiently high enough risk as to jeopardise the future sustainability of services.
- (9) That the communication and consultation plans are approved (appendix 5 and 6).

(10) That the Board note that detailed proposals will come forward in February for Board approval.

- ◆ Amendments to figures at 4.4 (£1.128m is now £0.841m) and 5.11 (£1.569m to £3.986m is now £1.857m to £3.896m) in the emailed agenda papers were noted.
- ◆ The modelling presented to the Board will be overlaid with data from the Council's asset review, Community Asset Transfer and plans for future investment.
- ◆ Consultation will be both online and hard copy.
- ◆ The Chair, SLL Chief Executive and Head of Strategy and Governance have met with the SLC's Chief Executive, Senior Officers and the Leader of the Council to share proposals and welcome discussion. It was agreed that Elected Members would be provided with a briefing.
- ◆ A proactive press release has been prepared in line with SLC messaging.
- ◆ The proposed Actvage increase is still considered value for money especially when the full offer is considered, and this will be followed through with strong promotion of Actvage including the ability to spread payment across the year. The level of risk has been assessed and SLLC officers believe this increase is tolerable in the current market. The Chair expressed her wish that the Equality Impact Assessment picks up on marketing and affordability.
- ◆ The Chair suggested that approval of recommendation 5 is deferred pending work on affordability, ability to pay and public consultation with proposals to come back to Board for approval in January.
- ◆ The Board expressed serious concern around recommendation 2.

The Board: approved the recommendations with the exception of recommendation 5 which has been deferred until January for approval.

9. Governance Guide

The Board was presented with a report seeking approval of the South Lanarkshire Leisure and Culture SCIO (SLLC) Governance Guide for Trustees.

Recommendation: The Board is asked to approve the Governance Guide for Trustees.

- ◆ The Board requested that the guide be approved by SLLC's legal advisors. Shepherd and Wedderburn have viewed an early draft of the guide. SLLC officers will review the guide and only submit to Shepherd and Wedderburn for further review if a material change is noted. The Board will be updated accordingly.
- ◆ The process for any Trustee breaching the code of conduct will be expended upon and brought to the Board for update.
- ◆ The Board asked for clarity of the process for the submission of competent motions.
- ◆ The Board will be asked for a statement of interest in committee membership and a report will be brought to the Board in February.

The Board: approved the recommendation.

10. Biggar Public Park Future Update

The Board was presented with a report providing an update on the current contractual status of Biggar Public Park.

Recommendations: The Board is asked to approve the following recommendations:

- (1) That the caravan park will cease trading, for at least a year, from March 2024 is noted.
 - (2) That South Lanarkshire Council's (SLC or the Council) undertaking of community engagement to further explore the opportunities for Biggar Public Park is noted.
- ◆ SLC's Community and Enterprise Resources are leading on consultation work to potential redevelop the site.

- ◆ Elected Members are being kept updated and consultation is taking place with the local community.
- ◆ SLC are working with SLLC to consider the implications for SLLC in developing a new operating model for Biggar Park and discussions will take place where any impact on income generation is identified.
- ◆ Progress reports will be presented at future Board meetings as necessary.

The Board: noted the recommendations.

11. SLLC Chief Executive's Annual Review

The Board was provided with a report providing an update regarding the South Lanarkshire Leisure and Culture's (SLLC) Chief Executive's annual review.

Recommendations: The Board is asked to approve the following recommendations:

- (1) That the completion of Chief Executive's Annual Review for 2023/24 is noted.
- (2) That the Chief Executive's annual objectives, as agreed by the Chair, are noted.
- (3) That the responsibility of the Board Trustees to note the objectives and to discuss whether and how they can enhance support for the Chief Executive in their role is noted.

The Board: noted the recommendations.

12. SLC Strategic Commissioning Plan – Verbal Update

The Board was provided with a verbal update regarding the SLC Strategic Commissioning Plan.

- ◆ As previously mentioned to the Board, a Strategic Commissioning Plan is being developed to outline the Council's ask of SLLC.
- ◆ A series of Elected Member workshops have taken place focussed on building a picture of SLLC services and the Chief Executive has also presented to the Cambuslang and Rutherglen Area Committee.
- ◆ The intention is that the Commissioning Plan will be agreed in line with a political term.
- ◆ The Board and Elected Members will have the opportunity to review the Plan ahead of it being submitted for Council approval.
- ◆ The Commissioning Plan does not replace the Memorandum of Understanding, which is more contractual in nature. It will focus on priorities and resourcing while lining up the SLLC Strategy and Council Plan.

The Board: noted the update.

13. Board and Group Leader Meeting – Verbal Update

The Board was provided with a verbal update regarding the Board and Group Leader meeting on Monday 4 September 2023.

- ◆ The meeting was arranged to provide an opportunity to refresh the relationship, building on mutual trust and respect and share thoughts for the future with the overall aim to promote positive engagement between the SLLC and SLC via the Group Leaders and the Board.
- ◆ The overall feeling was a positive one with a lot of contribution from the Leaders, covering the financial situation and noting recognition of work to be done.
- ◆ The meeting was helpful to promote a better understanding of SLLC decisions and the thought processes behind these and to provide a platform for open and honest debate and discussion.

The Board: noted the update.

14. CLUK – Chairs Meeting – Verbal Update

The Board was provided with a verbal update regarding the Chairs attendance at the Community Leisure UK Chairs meeting on Thursday 7 September 2023.

- ◆ SLLC are members of Community Leisure UK (CLUK), who represent leisure and cultural organisation across the UK, providing support to trusts in terms of research and advocacy work specifically for the ALEO model.
- ◆ There are several meetings per year with the Chief Executives of Trusts and this meeting presented the opportunity for Chairs to meet to consider their own organisations in a national context.
- ◆ There was also representation from Public Health Scotland, CoSLA and sportscotland.

The Board: noted the update.

15. Stakeholder Event – Verbal Update

The Board was provided with a verbal update regarding the first SLLC Stakeholder Event on Friday 13 October 2023.

- ◆ Thanks were made to the Trustees that managed along to the first event of its kind to bring the SLLC Annual Report to life for stakeholders.
- ◆ Representatives from CLUK, sportscotland and Creative Scotland were in attendance as well as Elected Members, the Executive Directors of Education and Community & Enterprise and the Chief Executive of the Health and Social Care Partnership.
- ◆ Feedback has been very positive with requests from other organisations for us to share our case studies.
- ◆ This will be an annual event and an ideal opportunity to remind people of the impact of SLLC.

The Board: noted the update.

16. Service Update – Larkhall/Dollan – Verbal Update

The Board was provided with a verbal update regarding works required at Larkhall Leisure Centre and the Dollan Aqua Centre.

- ◆ Larkhall Leisure Centre – following routine inspection by Housing and Technical Resources, the larger hall at Larkhall has been closed due to woodwork and the smaller hall due to issues with the substructure. The Council's lead architect has made a site visit and is currently preparing a report.
- ◆ Dollan Aqua Centre – a specialist dive team have been engaged to inspect the floating floor to assess the damage and recommend required repairs. SLLC await further information as to the extent of the works required.
- ◆ The Board will be kept updated on progress, as appropriate.

The Board: noted the update.

17. Action Log – Verbal Update

Covered at point 4.

18. Board Meeting Schedule

The proposed schedule of Board Meetings for 2024 was presented for Board approval.

- ◆ It was noted that the Board meeting schedule had been updated since sending the papers and that a full list of Board dates will be issued accordingly.

The Board: noted the schedule would be updated and distributed to the Board.

19. AOCB

Publication of Board Papers – 15 November 2023

- ◆ The aim, as agreed by the Board, is for the publication of Board papers within five working days of the Board meeting. However, due to the briefing session with Elected Members scheduled for Friday 24 November, approval was sought to publish papers after this session.
- ◆ The Board agreed to delay publishing the papers.

20. Risk Register Implications

Nothing to note in risk register as a result of this meeting.

Date of Next Meeting

The next standard Board meeting and Board briefing session is scheduled for 3pm on Monday 15 January 2024 on MS Teams.

Chair

Board Action Log

Blue – Action is complete
 Red – Action not on track with major issues
 Amber – Action mainly on track with some minor issues
 Green – Action is on track

Board Meeting – 15 November 2023			
Agenda Item	Action	Person(s) Responsible	Comments/Outcome B/R/A/G
Agenda Item 6 Performance Report	Financial forecasting for 12-month period to be added to report.	Head of Corporate Services / Head of Strategy and Governance	In progress 28 February Board
	Forecast on memberships across the year to be added to the report.	Head of Strategy and Governance	In progress 28 February Board
	Update for Board regarding new booking app.	Head of Corporate Services / Head of Strategy and Governance	In progress Future Board meeting
Agenda Item 7 Revenue Budget 2023/24	Follow up on implications as a result of changes to concessionary charges.	Head of Corporate Services / Head of Strategy and Governance	In progress 15 January Briefing Session
Agenda Item 8 Price Increase and Savings Proposals 2024/25	Modelling information to be overlaid with data from Council asset review, CAT and plans for future investment.	Head of Operations and Estates / Head of Corporate Services	In progress 15 January Briefing Session
	EQIA for Actvage to incorporate marketing and affordability.	Head of Business Development	In progress 15 January Board
	Updated report to be brought to the Board regarding Actvage proposals.	Head of Strategy and Governance	In progress 15 January Board
Agenda Item 9 Governance Guide	Governance Guide to be reviewed to ensure no material changes. If identified, document must be reviewed again by Shepherd and Wedderburn.	Head of Strategy and Governance	In progress 28 February Board
	Breach of code of conduct process to be expanded upon.	Head of Strategy and Governance	In progress 28 February Board
	Clarity to be provided on the submission of competent motions.	Head of Strategy and Governance	In progress 28 February Board
	Statements of interest in committee membership to be collated and a report brought to the Board.	Head of Strategy and Governance	In progress 28 February Board
Agenda Item 10 Biggar Public	Progress reports will be presented to the Board as necessary.	Head of Strategy and Governance	Ongoing Future Board meeting

Park Future Update			
Agenda Item 12 SLC Strategic Commissioning Plan	The Board will have the opportunity to review the Plan ahead of this being submitted for Council for approval.	Head of Strategy and Governance	Ongoing Future Board meeting
Agenda Item 16 Service Update – Larkhall/ Dollan	The Board will be kept updated on progress with repairs at Larkhall (sports halls flooring) and the Dollan (pool floating floor).	Head of Operations and Estates	Ongoing Via email or future Board meeting
Agenda Item 18 Board Meeting Schedule	Updated Board meeting schedule to be issued to Board.	Head of Strategy and Governance	Complete

Previous Actions

Board Meeting – 9 August 2023			
Agenda Item	Action	Person(s) Responsible	Comments/Outcome B/R/A/G
Agenda Item 7 Performance Report	Include total budget for the year column in budgetary position table. Consider line graph to demonstrate income against expenditure.	Company Secretary	Complete 15 November Board
Agenda Item 8 Revenue Budget 2023/24	OSCR recommendations regarding reserves will be monitored and an update brought to the Board, as necessary.	Company Secretary	Ongoing Future Board meeting
Agenda Item 9 Board Paper Publication	August Board papers to be published online no later than five working days after the date of the Board meeting.	Company Secretary	Complete 15 August 2023
Agenda Item 10 Code of Conduct	Governance Guide to be presented to the Board.	Company Secretary	Complete 15 November 2023
Agenda Item 11 SLC Strategic Commissioning Plan	SLLC officers to work with SLC to consider options for budgetary challenges and ensure maintenance of a balanced budget.	Company Secretary	Ongoing Future Board meetings
Agenda Item 14 Risk Register Implications	Asset Review and Commissioning Plan to be noted in the risk register.	Company Secretary	Complete and will be presented at next Audit Committee.

Board Meeting – 17 May 2023			
Agenda Item	Action	Person(s) Responsible	Comments/Outcome B/R/A/G
Agenda Item 4 Trustee Briefing Session	Presentations will be distributed to the Board following the meeting.	Company Secretary	Complete Emailed 19 May 2023
Agenda Item 5 Board Paper Publication	Proposal for board paper publication to be brought to Board for approval.	Company Secretary	Complete 9 August 2023 Board
Agenda Item 8 Audit Committee Update	The Board were asked to consider Audit Committee membership and advise Company Secretary on availability to join.	Board	Complete
Agenda Item 9 Financial Position 2022/23	Final 2022/23 financial position will be reported to the Board at the conclusion of the accounts.	Company Secretary	Complete 4 October 2023 (AGM)
Agenda Item 10 Revenue Budget 2023/24	Phased implementation of the under 16's club discount will be monitored and the Board provided with an update.	Company Secretary	Complete 9 August 2023 Board
	Board will be provided with the latest financial position at future meetings.	Company Secretary	Complete 9 August 2023 Board

Agenda Item 11 Recruitment Update	New leadership team bios will be shared with the Board once all employment checks are complete.	Chief Executive	Complete Emailed 3 July 2023
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Board Meeting – 1 March 2023			
Agenda Item	Action	Person(s) Responsible	Comments/Outcome B/R/A/G
Agenda Item 6 Health and Safety Update	Health and Safety responsibilities briefing session to be arranged for Board.	Company Secretary	Complete 17 May 2023 Board
Agenda Item 7 Child Protection Policies – Update	Exposure to extreme heat to be added to policy document.	Area Recreation Manager	Complete Policy updated.
Agenda Item 9 Audit Committee Update	Audit Committee Minutes to be included in Board agenda pack. Risk Register update added to Board agenda as standing item and will be updated as appropriate.	Company Secretary Company Secretary	Complete 1 March 2023 Board Complete 1 March 2023 Board
Agenda Item 10 Revenue Budget 2022/23	Board will be provided with the latest financial position at future meetings.	Company Secretary	Complete 17 May 2023 Board

Board Meeting – 23 November 2022			
Item	Action	Person(s) Responsible	Comments/Outcome B/R/A/G
Agenda Item 9 Revenue Budget 2022/23	Board will be provided with the latest financial position at future meetings.	Company Secretary	Complete 1 March 2023 Board
Agenda Item 10 Budget Projections 2023/24	Savings proposals will be presented to the Board early in the new year.	Company Secretary/Chief Executive	Complete 27 January 2023 Board Drop-in Session 1 February 2023 Special Board
Agenda Item 11 Gift Aid 2021/22 and 2022/23	Profit from SLL Trading Ltd to be donated in full to parent company (SLLC)	Company Secretary/Finance Manager	Complete Actioned
Agenda Item 12 Child Protection Policies – Update	Deferred until next Board meeting.	Company Secretary	Complete 1 March 2023 Board
Agenda Item 13 Health and Safety Annual Update	Deferred until next Board meeting.	Company Secretary	Complete 1 March 2023 Board
Agenda Item 14 Board Meeting Schedule 2023	Dates for August and November to be revisited and new dates proposed.	Company Secretary	Complete 1 March 2023 Board
Agenda Item 15 AOCB SCIO Submission	Resignation documents issued to Board by Shepherd and Wedderburn to allow transition to SCIO Trustees.	Company Secretary/Board	Complete

	Membership applications from SLC and SLC Nominees Ltd were approved.	Board	Complete 23 November 2022 Board
	SLC and SLC Nominees Ltd to be entered into the register of members of the company.	Company Secretary	Complete 23 November 2022 Board
Agenda Item 15 AOCB Health and Safety Policy	Policy updated to reflect new Chair and duly signed.	Chair	Complete 23 November 2022 Board
	Named Board member in policy to be given update on their responsibilities.	Company Secretary	Complete Briefing session 17 May 2023 Board
Agenda Item 15 AOCB Sharing of Board Member Contact Email Addresses	Consent was sought for internal sharing of email addresses.	Company Secretary	Complete Not all Board members happy to share therefore contact will remain via the Company Secretary.



SOUTH LANARKSHIRE LEISURE AND CULTURE SCIO

South Lanarkshire Leisure and Culture SCIO is Scottish Charitable Incorporated Organisation (Scottish charity number SC023549) responsible for the operation, management and delivery of leisure and cultural activities on behalf of South Lanarkshire Council.

MINUTES OF MEETING of the AUDIT COMMITTEE of
SOUTH LANARKSHIRE LEISURE AND CULTURE SCIO
held on MS Teams on Wednesday 3 May 2023

1. Sederunt

Alan Morrison (Chair)

In attendance:

Stephen Smellie

Nneamaka Ochuba, External Audit, Azets Audit Services Limited

Yvonne Douglas, Internal Audit, South Lanarkshire Council

Nick Lansdell, Strategy and Business Development Manager, South Lanarkshire Leisure and Culture

Ellen Atkinson, Finance Manager, South Lanarkshire Leisure and Culture

Apologies

Cllr Maureen Devlin

The Chair noted that the Audit Committee was not quorate however there were no items presented for decision other than the minute of the previous meeting.

2. Declarations of Interest

None declared.

3. Minutes of Previous Meeting/Matters Arising

The minutes for meeting held on 22 February 2023 were agreed.

4. External Audit – Verbal Update

The Audit Committee (AC) was presented with an update from South Lanarkshire Leisure and Culture's (SLLC) External Auditors, Azets on their Audit Plan for period ended 2 April 2023.

- ◆ The Audit Plan for 2022-23 plan will be circulated to AC members and arrangements will be made for the signing of the letter of engagement by the Chair of the AC.
- ◆ The Audit Plan period ends 2 April 2023 to fall in line with year end under the Companies Act with conversion to SCIO as of 3 April 2023 noted. No major impact on the audit to note. SLL Trading period remains 31 March 2023.
- ◆ The Plan sets out how Azets intend to complete the audit including the scope and their general approach. Risks Azets will focus on have not changed from the previous year.
- ◆ New audit requirements for financial statements in relation to audit standards was noted with more detail provided at Appendix 1 of the Plan.

The Audit Committee: noted the update.

5. Anti Money Laundering Checks – Verbal Update

The AC was presented with an update on Anti Money Laundering Checks.

- ◆ Professional services firms, such as Azets, must abide by anti money laundering regulations and ensure they do not act for any organisations that may have issues with money laundering or that issues have, at least, been identified and appropriate measures taken.
- ◆ Initial engagement involves anti money laundering checks on key members of management within organisations or, in this case, the Leadership Team and Board Trustees.
- ◆ Checks will be completed for all Board Trustees using a system called Smart Search. Trustee details are entered and the system will report a tick, but no further detail, where an individual is deemed satisfactory. Any flags raised will be noted for further investigation. This may be individuals banned from Companies House or any undeclared politically exposed individuals.

The Audit Committee: noted the update.

6. Internal Audit Activity Report

The AC was presented with a report outlining progress with the 2022/23 Audit Plan assignments and associated performance measures.

Recommendation: That progress and performance is noted.

- ◆ Progress against the 2022/23 Audit Plan is noted in section 4. Two core assignments, Data Protection and Conflict of Interest, are reaching conclusion with a plan in place to issue final reports by end of June 2023.
- ◆ The section in appendix 2 'Internal audit recommendations delivered on time' was discussed. It was noted that although 15 actions were mentioned, only ten relate to the current audit year with five being historic actions. This is a result of how information is captured however, for clarity, this will be reviewed and adjusted for future reports.
- ◆ Although it was noted that of the ten actions due to be delivered, none have been fully implemented, a significant amount of progress had been made and is outlined in sections 4.4 to 4.6 of the report.
- ◆ Appendix 1 provides a brief summary of the plan and progress against each assignment.
- ◆ Appendix 3 provides a brief summary of output from each assignment.
- ◆ Outstanding audit actions noted by the Strategy and Business Development Manager:
 - ◆ ACE membership package is being considered for review due to the changed landscape both pre and post Covid.
 - ◆ Discussions ongoing with the Finance Manager regarding trade pricing with a review of several vending models currently in operation planned.
- ◆ The current assurance plan will be concluded within the next couple of months and the Internal Audit (IA) Annual Report will be presented at the next AC meeting.
- ◆ Comment was made regarding the earlier than usual presenting of the Annual Report in July. IA will pick up with the Strategy and Business Development Manager regarding scheduling for 2023/24.
- ◆ IA have welcomed feedback from the Board around the content of the audit plan with the risk register expected to assist in programming future audit actions.

The Audit Committee: noted the report.

7. Contract Award Update

The AC was presented with a report outlining contracts awarded during the period 1 March 2022 to 31 March 2023 in accordance with SLLC's Standing Orders on Contracts.

Recommendation: That the contracts awarded during the period 1 March 2022 to 31 March 2023 be noted.

- ◆ Two regulated contract renewals over £50k were noted.
 - ◆ Annual insurance renewal
 - ◆ Library Management System renewal
- ◆ No contract extensions were awarded in this period.
- ◆ Contracts over the value of £250k are brought to the Board for approval.
- ◆ The Chair thanked the AC for their scrutiny of the proposed insurance contract prior to award. Advice was sought from Shepherd and Wedderburn however limitations in the procurement system were acknowledged and the renewal processed accordingly. Proposals for the next insurance contract will be presented to the AC in the coming months.

The Audit Committee: noted the report.

8. AOCB

- ◆ None.

Date of Next Meeting

Wednesday 26 July 2023

SOUTH LANARKSHIRE LEISURE AND CULTURE SCIO

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MINUTES OF MEETING of the AUDIT COMMITTEE of
SOUTH LANARKSHIRE LEISURE AND CULTURE SCIO
held on MS Teams on Monday 2 October 2023

1. Sederunt

Alan Morrison (Chair)

In attendance:

Neil Brown

Councillor Maureen Devlin

Nick Bennett, External Audit, Azets Audit Services Limited

Yvonne Douglas, Internal Audit, South Lanarkshire Council

Ross McKie, Head of Corporate Services, South Lanarkshire Leisure and Culture

Ellen Atkinson, Finance Manager, South Lanarkshire Leisure and Culture

Apologies

Nick Lansdell, Head of Strategy and Governance, South Lanarkshire Leisure and Culture

Stephen Smellie

2. Declarations of Interest

None declared.

3. Minutes of Previous Meeting/Matters Arising

The minutes for meeting held on 3 May 2023 were agreed.

4. Internal Audit Annual Assurance Report 2022/23

The Audit Committee (AC) was presented with a report on the progress and performance of Internal Audit (IA) in the provision of audit services to South Lanarkshire Leisure and Culture (SLLC) in 2022/23 and to provide an independent audit opinion on the adequacy and effectiveness of SLLC's framework of governance, risk management and control arrangements for year ended 31 March 2023.

Recommendation: That the content of the 2022/23 Internal Audit annual report is noted.

- ◆ The IA opinion is that, overall, reasonable assurance can be placed on the adequacy and effectiveness of SLLC's framework of governance, risk management and control arrangements for the year ending 31 March 2023.
- ◆ IA will provide a detailed appendix of key findings from the 2022/23 Audit Plan along with the SLLC management response as part of the activity report for the next AC meeting.

The Audit Committee: noted the report.

5. Internal Audit Plan 2023/24

The AC was presented with a report regarding the proposed IA Plan for the delivery of the programme of audits in 2023/24.

Recommendation: That the proposed Internal Audit Plan for 2023/24 is endorsed for delivery.

- ◆ IA comfortable that the Internal Audit Plan is achievable by end of March 2024.
- ◆ IA work with SLLC Officers to identify risks and areas of concern to form the Audit Plan.
- ◆ The Plan is high level therefore IA will work in conjunction with SLLC Officers to determine the scope of the audit assignments.
- ◆ IA will provide a breakdown of work to be undertaken during the 35 days allocated for Business Continuity for the next AC meeting.
- ◆ Allocation of 15 days for Oracle Fusion realistic as there will likely be some cross over of work being undertaken for SLC that will benefit SLLC.

The Audit Committee: approved the recommendation.

6. Annual Accounts 2022/23

The AC was presented with the Annual Accounts 2022/23 for South Lanarkshire Leisure and Culture Ltd and SLL Trading Ltd and Azets Audit Findings report for period ended 2 April 2023.

South Lanarkshire Leisure and Culture Annual Accounts 2022/23

- ◆ The accounts were prepared for the period from 1 April 2022 to 2 April 2023 but the comparatives are for the year to 31 March 2022 as SLLC converted to a SCIO on 3 April 2023.
- ◆ The Consolidated General Reserve now stands at £806k (£959k as at 31 March 2022). This figure was restated from £628k due to an audit adjustment posted in 2022/23 relating to previous year over accrued expenditure.
- ◆ SLLC's share of the Strathclyde Pension Fund continues in an asset position. An asset of £9.175m in 2021/22 is now shown as an asset of £2.018m due to asset ceiling value which had to be recognized for the first time this year.
- ◆ Restricted Fund balances as at 2 April 2023 amount to £0.877m. These relate to projects and initiatives funded by external organisations and partners.
- ◆ The balance on the Repairs and Renewals Fund as at 2 April 2023 amounts to £0.235m and is required to fund the investment plan previously approved by the Board. This amounted to a £0.012m reduction in the fund during the year.
- ◆ SLLC have provided a letter of comfort to the Auditor to enable SLLC to meet the going concern assumption.
- ◆ Azets have indicated that an unqualified opinion will be issued following Board approval of the accounts.

SLL Trading Ltd. Annual Accounts 2022/23

- ◆ The company made a profit of £22k in the financial year ended 31 March 2023 and this will be donated to the parent company by utilising the gift aid scheme.
- ◆ Retained reserves are £40k, £18k of which is available for future use by the company after the intended gift aid donation outlined above.
- ◆ Azets have indicated that an unqualified opinion will be issued following Board approval of the accounts.

Azets Audit Findings report

- ◆ The AC were guided through Azets Audit Findings report covering the charity up to 2 April 2023 and the subsidiary up to 31 March 2023.
- ◆ SLLC SCIO will still operate as a charity, with accounts presented in the same way, however submission to Companies House will no longer be required.

The Audit Committee: noted the reports.

7. Insurance Contract Renewals

The AC was provided with a verbal update on insurance contract renewals.

- ◆ Insurance contract renewal will be put out to tender soon, in conjunction with SLC, to ensure contract awarded in time for 1 April 2024. Updates on progress will be brought to future AC meeting.

The Audit Committee: noted the update.

8. Risk Register

The AC was provided with a verbal update on the risk register

- ◆ SLC Asset Review and Commissioning Plan to be added to the risk register. Updated risk register will be brought to the next AC meeting.

The Audit Committee: noted the update.

9. AOB

- ◆ None.

Date of Next Meeting

Wednesday 1 November 2023

AUDIT COMMITTEE UPDATE

17 NOVEMBER 2023

1. Key issues considered:
 - ◆ Internal Audit Activity Report
 - ◆ Supplier CMM Report
 - ◆ Risk Register

2. Key issues to highlight:
 - ◆ At the request of the Audit Committee, Internal Audit have reallocated some of the time budgeted for Business Continuity to Fusion support.
 - ◆ An appendix to the Internal Audit Activity Report has been updated to include a summary of outstanding and upcoming audit actions.
 - ◆ SLLC officers are working on ACE budget realignment and product development.
 - ◆ Procurement process refresher training for SLLC staff has been programmed for the next couple of weeks.
 - ◆ The Audit Committee were assured that there are no issues with the Aon contract which was put in place via the South Lanarkshire Council (SLC) Risk Management Service meaning there is no contract reference assigned to the SLLC portion of the contract. The process for the current year is underway and this will be amended accordingly.
 - ◆ SLLC officers are unaware of any data control issues in relation to the Gladstone contract which is in the name of SLC. The Audit Committee were advised that all SLLC IT systems are hosted by SLC however this will be investigated further to provide assurances.
 - ◆ Internal Audit are currently undertaking an assurance mapping process to identify how top areas of risk are managed across all SLC services which can be extended to include SLLC. An update will be brought to the next Audit Committee meeting.

3. Any decisions/approvals taken to highlight:
 - ◆ Approval was given to the Procurement Review Group (PRG) to continue to investigate suppliers where spend is between £2,500 and £50,000 to make awards from appropriate frameworks or advertise contract opportunities via Quickquote where appropriate.

4. Any risks identified to highlight:
 - ◆ None.



Report

Report to:	Board of Trustees
Date of Meeting:	15 January 2024
Report by:	Martin Cryans, Head of Business Development

Subject:	Activage Proposals 2024/25
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1. Purpose of Report

1.1. The purpose of the report is to:

- ◆ Present a proposal to amend the pricing of Activage as part of the steps to balance the budget for 2024/25.

2. Recommendations

2.1. The Board is asked to approve the following recommendation:

- (1) That the recommendation to South Lanarkshire Council (SLC or the Council) to increase the annual Activage membership from £80.25 to £120 is approved as at 4.6.

3. Background

- 3.1. At the Board meeting held on 15 November 2023 the Board considered the report on Price Increase and Savings Proposals 2024/25. This report indicated the projected financial position for the 2024/25 financial year and provided an update on the development of options available to balance the budget.
- 3.2. At the 15 November meeting the Board heard that Leisure and Cultural Trusts and SCIOs across Scotland continue to face increased pressure on their budgets and the majority are considering, or have implemented, price increases, and many have had, and are continuing to explore, a reduction in the scope of their services.
- 3.3. At this meeting Trustees were presented with a recommendation from officers that the Board recommend to the Council an increase in the Activage price from £80.25 to £120. This proposal was one of a number of proposed measures that, when taken together, could help to address a forecasted £6.591m budget gap.
- 3.4. At a briefing of Elected Members of the Council on 24 November, Councillors were updated on the progress of the SLLC proposals including the proposal to increase the price of the Activage product. A further briefing for Councillors who were not able to attend in November took place on 18 December.

- 3.5. The Activage product is categorised as a concession, as stipulated by South Lanarkshire Council's Cross Party Working Group in April 2021. An outcome of the working Group was that concession levels continue to be agreed by SLC and are outwith the locus of the Board. The Board have been asked to agree a potential recommendation to SLC regarding changes to the Activage product.
- 3.6. In developing the savings proposals for 2024/25, SLLC officers have worked with Council colleagues and kept the Council Chief Executive, Depute Chief Executive and Director of Community and Enterprise Resources aware throughout. This is with the understanding that the independent SCIO status and relationship between the Council and SLLC requires the Board to take the decisions on the options presented for consideration including price increases, efficiencies and rationalisation and to make recommendations to the Council in respect of concessions.
- 3.7. There are a range of options under consideration by SLLC to close the anticipated budget gap. It is recognised that there is a potential interdependence across the areas as decisions in one area may have financial consequences in another area or across other areas. These options include:
- ◆ One-off mitigations
 - ◆ Commercial price increases
 - ◆ Reduced expenditure
 - ◆ Rationalisation of services
 - ◆ Concessions pricing
- 3.8. In the instance that the proposal to amend the Activage price in line with the report's recommendations is not accepted a resulting pressure of £0.287m will then need to be met. It is likely that the options to address this pressure would be limited to further rationalisation of services.
- 4. Concession Recommendations – Activage (SLC decision) (£0.287m)**
- 4.1. Recommendations regarding increases to concession rates were provided to SLC last year, with the exception of Activage. This is a universal product that provides South Lanarkshire residents aged 60+ access to leisure facilities including swimming and health suites, East Kilbride Ice Rink, cultural and libraries activities, golf courses and more (Appendix 1).
- 4.2. The current cost of the membership for residents aged 60+ is £80.25 for the full year to be paid in one or two instalments at set points in the year.
- 4.3. A benchmarking exercise was completed which compared Activage to similar local authority 60/65+ fitness products. Appendix 2 outlines the overall pricing position of the Activage product compared to neighbouring Authorities. It is noted that the proposed price point of Activage would be less than half of the price point that most comparable products are sold at.
- 4.4. A consultation with residents took place between 24 November and 15 December in which Activage members were asked if they believed the product to be value for money.
- 4.5. 1,691 returns to the survey were completed by those saying they were Activage members. 95% of the Activage members responding to the statement relating to value for money agreed very strongly or strongly that Activage was value for money (Appendix 3). Additionally, 74% of all those responding to the survey statement relating to price increases (4,716) agreed very strongly or strongly that they would be willing to accept price increases for the services provided by SLLC if it assisted in delivering continued service provision.

4.6. It is proposed that the increase to the Activage annual membership from £80.25 to £120, an increase of £39.75 over the year or 50%, would be accompanied by the introduction of the facility to spread the cost over the year at £10 per month, to ease the transition to the new offer. This remains lower than the concession rate on a standard fitness membership.

4.7. It is anticipated that the proposal could generate 0.287m of additional income.

5. Next Steps

5.1. A briefing for of Elected Members of the Council to provide an update on SLLC savings proposals, including the Activage recommendation, is anticipated to be held after the January Board meeting towards the end of the January.

5.2. Following approval of the recommendation by the Board, officers will liaise with Council colleagues so that a report can be submitted to SLC for decision. This report will then be taken to the budget meeting of the Council on 21 February, the week prior to the February SLLC Board meeting, for decision.

5.3. It is acknowledged that the overall benefits of the Activage product could be more widely communicated. A marketing campaign extolling Activage benefits will take place in 2024. This will encourage existing, and new, members to access the wider range of activities on offer and ensure the target audience has the opportunity to discover more about the benefits of which they could be taking advantage.

6. Employee Implications

6.1. There are no employee implications arising from this report.

7. Financial Implications

7.1. The implication of the above report is that without the income generated through the anticipated additional revenue from the change to Activage pricing is that additional rationalisation would be required to offset the resulting budget shortfall.

8. Other Implications

8.1. There are no other implications in terms of risk and sustainability.

9. Equality Impact Assessment and Consultation Arrangements

9.1. Initial consultation has taken place with the Council and a public consultation is currently underway with our customers, stakeholders and staff.

9.2. The first phase of consultation with residents asking about Activage ran from 24 November to 15 December.

9.3. An Equalities Impact Assessment has been conducted in relation to the proposals (Appendix 4).

Martin Cryans

Head of Business Development

15 January 2024

Links to SLLC Strategic Objectives

- ◆ Organisational Sustainability
- ◆ Health and Wellbeing
- ◆ Connected and Engaged
- ◆ Equality and Inclusion

Previous References

- ◆ None

List of Background Papers

- ◆ None

Contact for Further Information

If you would like to inspect the background papers, if any, or want further information, please contact:

Martin Cryans. Head of Business Development

Ext: 8454317 (Tel: 01698 454317)

E-mail: martin.cryans@southlanarkshireleisure.co.uk

Appendix 1 – Activage benefits

Activage members get access to:

- ◆ 9 swimming pools
- ◆ 16 fitness gyms
- ◆ 9 health suites
- ◆ Racquet sports
- ◆ Fitness classes
- ◆ East Kilbride Ice Rink
- ◆ Libraries activities
- ◆ Cultural activities
- ◆ Golf courses (conditions apply)

In addition, there are a number of bespoke services and classes which are specifically designed for older adults:

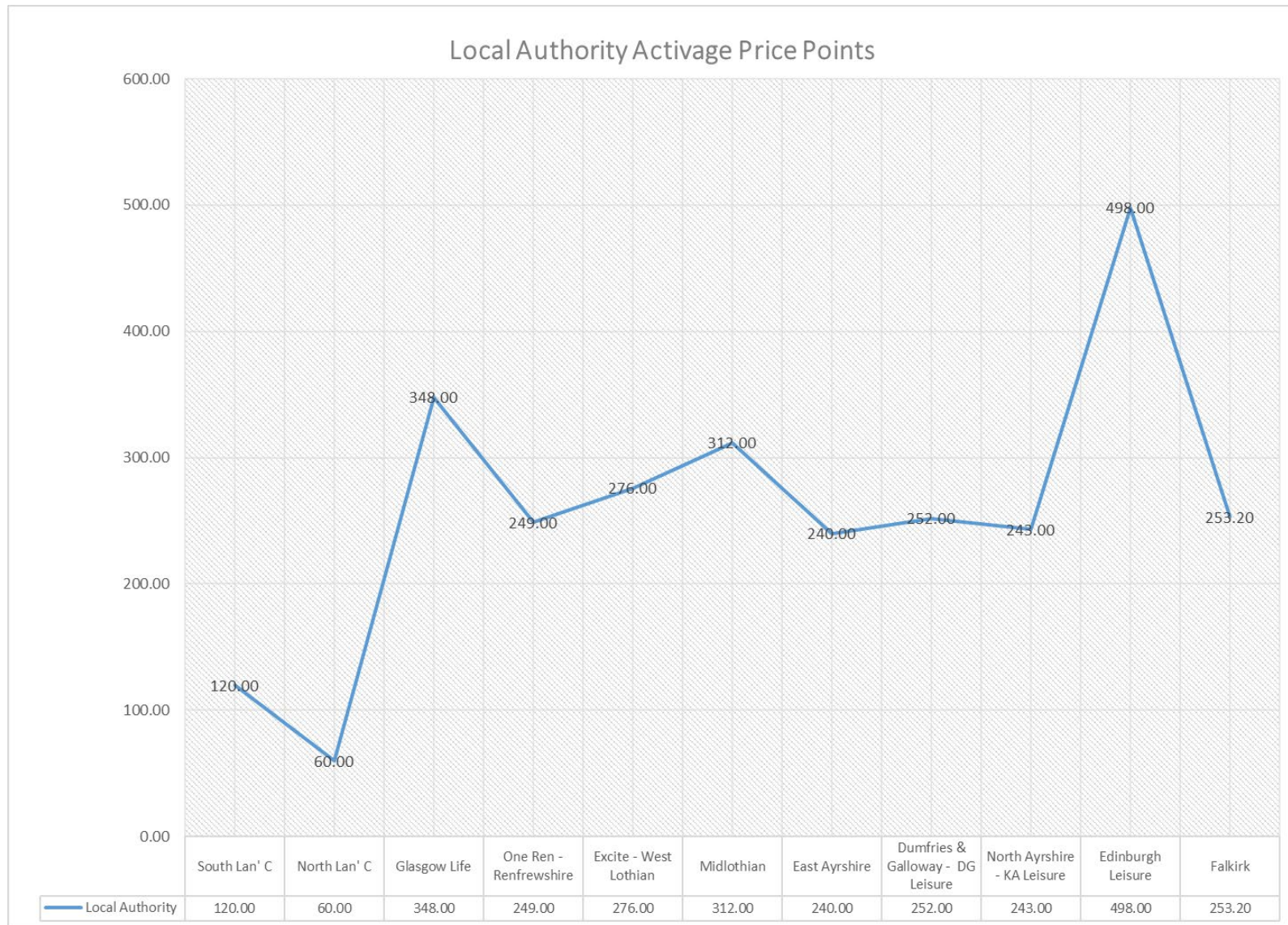
- ◆ Active Mondays: John Wright Sports Centre
- ◆ Active Tuesdays: Alistair McCoist Complex
- ◆ Active Wednesdays: Larkhall Leisure Centre
- ◆ Active Thursdays: Carluke Leisure Centre

Benefits

- ◆ Active Days are inclusive sessions allowing people to try a variety of different leisure and culture activities such as specially designed fitness sessions, music recitals, tea dances, walking football, Aquafit, free course of swimming lessons, personalised fitness programme. Attending the activities also provides the chance to have a cup of tea/coffee and a chat.
- ◆ Sign up at one of our five cultural venues and benefit from a one off offer of £20 off a ticket to a performance of your choice.
- ◆ Six free rounds of golf per year at any of our six golf courses, Monday-Thursday.
- ◆ Free one hour introductory session on how to research your family history.
- ◆ Access to library digital sessions, including how to access useful Apps, iPad basics or 3D printing workshops.
- ◆ Buy one coffee and get one free during specified times at:
 - ◆ East Kilbride Arts Centre Mon-Fri 9:00am-4:00pm
 - ◆ Rutherglen Town Hall Mon-Fri 9:00am-4:00pm
 - ◆ Chatelherault Country Park 3:00pm-4:30pm, plus receive 20% off at retail shop
 - ◆ Low Parks Museum Mon-Fri 1:00pm-2:30pm, plus receive 20% off at retail shop
- ◆ Free pay to play with bowls hire at HPSG, Brancumhall and Strathaven Park, Tue-Thu
- ◆ Free tennis court hire HPSG and Strathaven Park (anytime – max 1 hour play)
- ◆ Free putting at Strathaven Park, 11am onwards Free pitch and putt at Brancumhall Golf Development Centre

Appendix 2 – Benchmarking

The below chart and table depict the findings of a benchmarking exercise into the Local authority fitness products. The table outlines which products closely matched the SLLC Actvage product.



Activage Comparisons

Local Authority	Membership name	Cost monthly	Cost annually	What's included
SLC	Activage	-	£80.25	everything generally
NLC	Active 60	-	£60	Everything
Glasgow Life	No specific 60+ membership	£29	-	Everything
One Ren - Renfrewshire	Signature 65+	£25 (6mths £139, 12mths £249)	-	Gym/Swim/Classes and Online
Excite - West Lothian	Active 65+	£23.95 (single) £43 (couple)	-	Gym/swim/classes/ no golf range
Midlothian	Active Golden Years 65+	£31.20 (single) £55.60 (couple)	£312 (single) £556 (couple)	Swim/gym/health suite/running classes/tennis/bowls/putting
East Ayrshire	65+ as part of concession, disabled, unemployed, students, carers	£20.00	-	Gyms/fitness classes/swim/racquet sports
Dumfries & Galloway - DG Leisure	Prime Membership (receiving state pension)	£21.00	-	Gyms/swim/health suite/court hire
North Ayrshire - KA Leisure	60+ as part of concession	£20.30	-	Swim/gym/classes/track/ice rink
Edinburgh Leisure	65+ Concession	£41.50	-	Gym/swim/classes
Falkirk	No 60+ but can buy a Go Card which gives discounted rates	-	-	-

Appendix 3 – Consultation

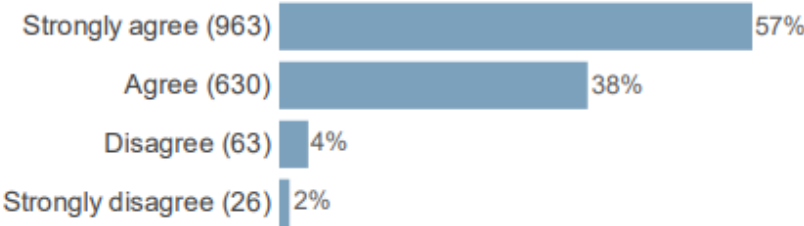
Included in the first phase of our consultation with residents on our savings proposals for 2024/25 were two elements relating to Activage. First, a qualifying question and, once established that the respondent was an Activage member, a follow up asking for a response to the statement: ‘Activage is value for money’.

There was also a statement relating to potential general price increases.

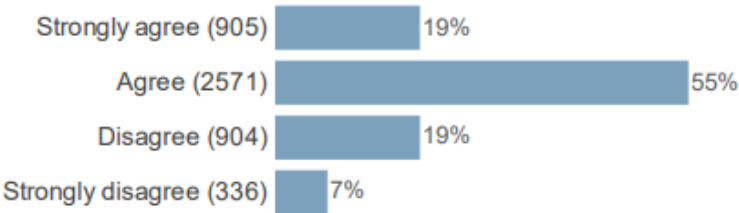
The responses are below:



Activage Membership is value for money.



I would be willing to accept price increases for the services provided by South Lanarkshire Leisure and Culture if it assisted in delivering continued service provision.



The consultation shows that 36% of respondents to the survey said they were Activage members and of the number responding to the statement relating to value for money, 95% strongly agree or agree that the product is value for money.

74% of all those responding to the survey statement relating to price increases (4,716) agreed very strongly or strongly that they would be willing to accept price increases for the services provided by SLLC if it assisted in delivering continued service provision.

Appendix 4 – Equality Impact Assessment



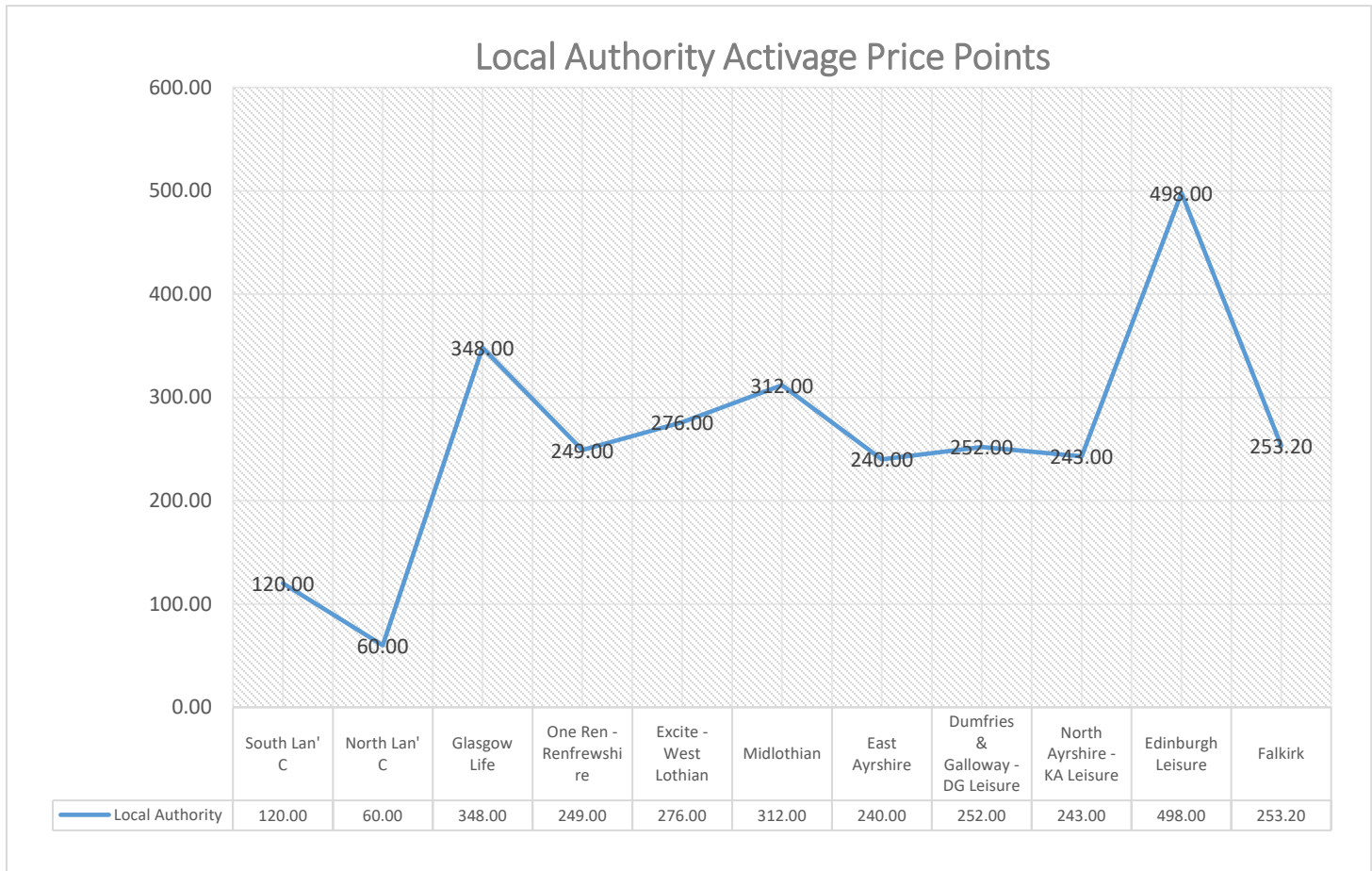
SOUTH LANARKSHIRE
Leisure & Culture

IMPACT ASSESSMENT REPORT

Policy Title Saving options 23 – Activage Membership	Assessment Date 12 – Dec -2023
Status	Assessment Number
Lead Officer Name Martin Cryans	Lead Officer Job Title Head of Business Development
Resource Name South Lanarkshire Leisure and Culture	Service Name
Completed By Karen McNally, Active Schools Manager	Recommendation Introduce new pricing
Actions Required	
Group Members Martin Cryans, Head of Business Development Karen McNally, Active Schools Manager	
Policy Title Saving options for Activage Membership	
Aims, objective, purpose and intended outcomes The aim of the Activage policy is to promote health and wellbeing by providing a cost-effective varied membership that allows access to all mainstream leisure activities and a number of bespoke classes for all South Lanarkshire residents aged 60 plus. The membership fee is currently set at £80.25 per annum and it is proposed to increase this to £120 per annum. This is equivalent of an increase of £0.76 per week; this still represents good value and is a lower rate than most other similar organisations offers for a comparable product. There are currently 7,475 members of the Activage scheme. This assessment will consider the impact this increase will have on people who currently use the service and those who may use the service when they reach 60.	
Who was involved in the development of the policy? SLLC Leadership Team	

Q1. Who will be affected by the policy?

This policy will affect approximately 7,475 existing customers and any new customers aged 60 and over who join the scheme, as they will be required to pay an increased annual fee of £120 per annum; this still represents good value and is a lower rate than most other similar organisations offer for a comparable product. Benchmarking has taken place against ten neighbouring authorities (data below), and this shows our proposed price point is second lowest, with North Lanarkshire being the only authority offering a similar product at a lower price.



It is proposed to continue to offer a membership payment plan, consisting of two payments of £60 to be paid within three months of taking out the membership. An additional payment option of monthly direct debit will be introduced to allow customers to spread the payment over 12 months.

Q2. Who will be/has been involved in the consultation process?

Consultation with South Lanarkshire residents took place in November/December 2023 with circa 4,734 responses received, 36% of whom are Actvage members (1691 individuals). Of the respondents who were Actvage members, 1,593 Strongly agreed (963) or Agreed (630) the Actvage membership was value for money.

Within the consultation residents were asked if they would be willing to accept price increases for the services provided by South Lanarkshire Leisure and Culture if it assisted in delivering continued service provision. 3,476 respondents Strongly agree (905) or Agreed (2,571) with this statement.

If this proposal is accepted, continual communication with stakeholders will be undertaken through focus groups attended by our over 60s population.

Q3. Please outline any particular needs/barriers which equality groups may have in relation to this policy, what evidence are you using to support this and whether there is any negative impact on particular groups.

Age - What Effect/Difference will the Policy have on people?

Use of the facilities by the over 60s age group may fall as a result of the increased charges. This could result in a reduction in attendances that may have a direct effect on an individual's physical and mental well-being as they may no longer be able to afford the fees to access our facilities. Residents from the Clydesdale area may be more negatively affected given the population of over 60 plus.

Age - How Do You Know That?

Membership records for Actvage provide information on the customer base and show that there are currently 7,499 members. Census information from 2011 shows that South Lanarkshire's aging population will continue to see a sizeable increase in general numbers of those aged 60+ and by 2032 it is expected that with a 7,000 increase in population, 30,000 more overall will be in the 60+ group. The same information shows that of 313,830 residents, 65.5% are aged 16-64 and 16.9% are 65 plus.

EQIA and Fairer Scotland Duty mid year statistics (April 22) show for those aged 65 plus in the Clydesdale area their proportion was over a tenth greater than in South Lanarkshire as a whole, 22.2% compared to 19.8%. The Hamilton, East Kilbride and Rutherglen and Cambuslang areas all had slightly smaller proportions of those aged 65 plus than in South Lanarkshire: 19.7%, 19.3% and 18.2% respectively.

Disability - What Effect/Difference will the Policy have on people?

The increased price proposal may mean some people living with a disability can no longer afford the membership and therefore cancel.

Evidence shows there are several hidden costs to being disabled with additional spend being required for essential goods such as energy, transport, equipment and additional support. These additional costs alongside the proposed price increase and cost of living crisis could limit the ability of those with a disability to continue their participation in the scheme, this could therefore have a direct negative impact on their physical and mental wellbeing.

The rising cost of living is having a disproportionately negative impact on people with disabilities: as noted their living costs are typically higher and they are often excluded from full economic participation, particularly employment. Benefits offer limited support. Therefore, when financial choices have to be made around spend the ability for some to continue with the Actvage membership could be affected.

Disability - How Do You Know That?

Within South Lanarkshire there are no complete figures available to show how many people identify as considering themselves to be disabled. However, anecdotal feedback from the South Lanarkshire Disability Partnership suggests the use of leisure facilities for people with disabilities across the authority is particularly welcome and can help combat social isolation and improve their personal wellbeing.

Gender Reassignment - What Effect/Difference will the Policy have on people?

This is a proposal to increase the cost of the membership for everyone who falls into the 60 plus age range, therefore, it is not envisaged that there will be any specific effect for this group.

Gender Reassignment - How Do You Know That?

Actvage membership is available to everyone who is in the 60 plus age range regardless of their choice of gender; there is no other qualifying criteria.

Currently there is no reliable base line data available in relation to the transgender population in South Lanarkshire, however, SLLC is taking steps to amend monitoring to include this characteristic. Within South Lanarkshire there are no accurate figures available to show how many people identify as trans or transgender.

Marriage & Civil Partnership - What Effect/Difference will the Policy have on people?

This is a proposal to increase the cost of the membership for everyone who falls into the 60 plus age range, therefore, it is not envisaged that there will be any specific effect for this particular group.

Marriage & Civil Partnership - How Do You Know That?

Activage membership is available to everyone who is in the 60 plus age range regardless of their marital status; there is no other qualifying criteria.

Pregnancy & Maternity - What Effect/Difference will the Policy have on people?

This is a proposal to increase the cost of the membership for everyone who falls into the 60 plus age range, therefore, it is not envisaged that there will be any specific effect for this particular group.

Pregnancy & Maternity - How Do You Know That?

Activage membership is available to everyone who is in the 60 plus age range.

Race - What Effect/Difference will the Policy have on people?

This is a proposal to increase the cost of the membership for everyone who falls into the 60 plus age range, therefore, it is not envisaged that there will be any specific effect for this group.

Race - How Do You Know That?

Activage membership is available to everyone who is in the 60 plus age range regardless of their nationality (including citizenship), ethnic or national origins; there is no other qualifying criteria.

Religion & Belief - What Effect/Difference will the Policy have on people?

This is a proposal to increase the cost of the membership for everyone who falls into the 60 plus age range, therefore, it is not envisaged that there will be any specific effect for this group.

Religion & Belief - How Do You Know That?

Activage membership is available to everyone who is in the 60+ age range regardless of their religion or belief; there is no other qualifying criteria.

Sex (Gender) - What Effect/Difference will the Policy have on people?

This is a proposal to increase the cost of the membership for everyone who falls into the 60 plus age range, therefore, it is not envisaged that there will be any specific effect for this particular group.

Women may be effected more given the current population figures and current uptake of the membership.

Sex (Gender) - How Do You Know That?

Within South Lanarkshire data shows that 51.9% of the population is female and 48.1% male, additionally, we currently have 4,130 female Activage members compared to 3,751 male Activage members; therefore, the proposal could have a bigger impact on women; however, Activage membership is available to everyone who is in the 60 plus age range regardless of their gender; there is no other qualifying criteria.

Sexual Orientation - What Effect/Difference will the Policy have on people?

This is a proposal to increase the cost of the membership for everyone who falls into the 60 plus age range, therefore, it is not envisaged that there will be any specific effect for this particular group.

Sexual Orientation - How Do You Know That?

Activage membership is available to everyone who is in the 60 plus age range regardless of their sexual orientation.

Q5. If policy has a negative impact on an equality group, but is still to be implemented, please provide justification for this.

It is likely that the proposal to increase the cost of the Activage membership could have an adverse impact in relation to the protected characteristics of age, disability, and gender. To mitigate this impact payment for membership could be made over the course of the year by making two payments of £60 within three months of taking out a membership. Alternatively, customers can choose to pay by direct debit costing £10 per month.

Q6. How will the impact of the policy be monitored and reported on an ongoing basis?

Customer comments as well as attendance figures will continue to be monitored. Performance monitoring arrangements are currently in place and will continue. We will also commit to consulting with the Access panel biannually to monitor the true impact of the price change.

Q7. What is your recommendation for the policy?**Reason for recommendation**

Increasing the cost of the Activage membership is likely to have a direct impact on people who fall into the 60 plus age range. There is also a likely impact on people with disabilities and on women.

Use of the facilities by the over 60s age group and those with disabilities may fall as a result of the increased charges. This could result in a reduction in attendances that may have a direct effect on an individual's physical and mental well-being as they may no longer be able to afford the fees to access our facilities. However, it is not envisaged that this increase will result in a specific impact on any of the other protected characteristics.

To mitigate this impact. payment for the membership could be made over the course of the year by making twelve monthly payments of £10 per month. We will explore the monthly payment options for those customers who do not have direct debit payment facilities. The option to pay annually or in two instalments will also remain.

Consultation reports and benchmarking data can be made available on request.