

Board of Directors Note of Meeting



Leisure

Monday 18 March 2013

West Dunbartonshire Leisure

Note of Board Meeting 18 March 2013

Present:	Councillor David McBride (DMcB)	Partner Director (Chair)
	Kenny Clark (KC)	Independent Director (Vice Chair)
	Councillor William Hendrie (WH)	Partner Director
	Councillor Kath Ryall (KR)	Partner Director
	Jim Gunn (JG)	Independent Director
	David Smith (DS)	Independent Director
	Tony Waclawski (TW)	Independent Director
	Joanne Harkin (JH)	Employee Representative Director
Apologies:	Denise Laverty (DL)	Independent Director
In Attendance:	John Anderson (JA)	General Manager (WDL)
	Fiona McGuigan (FMcG)	Company Secretary (WDL)
	Bobby Kerr (BK)	Development Officer (WDL) Minutes
	Gillian McNeilly (GMcN)	Manager of Accounting (WDC)
	Joyce White (JW)	Chief Executive Officer (WDC)

1. Welcome and Introductions

Chair welcomed everyone to the meeting and introduced Joyce White, Chief Executive, West Dunbartonshire Council.

2. Declaration of Interest

It was noted that there were no declarations of interest in any of the items of business on the agenda.

3. Minutes of meeting 13 December 2012 and Matters Arising

The minutes were submitted and approved as a correct record.

Matters Arising

- Phoenix Centre, Dumbarton – David McB said that no groups had come forward to take over the running of the centre and as a result the Director of Housing, Environmental & Economic Development has been asked to make arrangements to close the centre. John said that he has had discussions with three groups to relocate them if the decision to close was confirmed.
- Auditors – Fiona said that Wylie Bisset had been appointed as auditors by the Audit Sub-Committee.

4. Joyce White, Chief Executive, West Dunbartonshire Council

Joyce White thanked the Board for inviting her to the meeting. Following a brief description of her role she said that she was clear about both the objectives of the Council and WDL. She added that WDL directly and indirectly links with the Council's priorities and that it was important that there was a good working relationship between both organisations. She saw WDL as being at the forefront of the community's health and wellbeing. She praised WDL on having achieved so much in its first year of operation.

Joyce was asked about the level of management fee paid to WDL in future years. Joyce said that all Council's in Scotland were facing challenging times. WDC is required to make 3% savings year on year and they will have to prioritise where any saving would be made. WDL however can raise its own income to try and off set any potential reduction in management fee. Joyce also supported the view that those who can afford to pay should pay for services provided by WDL.

There followed a short discussion regarding future services that could be transferred to WDL. Joyce said that a number of Leisure Trust's throughout Scotland managed other services such a libraries, outdoor recreation and outdoor education. Although there were no plans to transfer any other services in the near future, the Council constantly looks at the most effective way to provide public services.

5. Financial Reports

Report 013 was submitted by the WDC Accounting Manager covering Period 10 to 31 January 2013, to advise the Board on the financial performance of the Trust's revenue and capital budgets.

Having heard the WDC Accounting Manager in further explanation of the report, and in answer to Board Member's questions, the Board agreed:-

(1) to note the contents of the report.

David McB thanked Gillian for her detailed account of WDL financial position.

6. Accounting Policies

Report 014 was submitted by the WDC Accounting Manager:

- (i) to advise the Board on the draft accounting policies which will be used to complete the draft Financial Statements for the period to 31 March 2013; and
- (ii) to request the Board to consider the target for an unrestricted reserve.

Having heard the WDC Accounting Manager in further explanation of the report, and in answer to Board Member's questions, the Board agreed:-

- (1) to note the contents of the report;
- (2) to approve the proposed Accounting Policies;

- (3) to approve the minimum target for unrestricted fund balances; and
- (4) to review this target on an annual basis.

7. Service Charges 2013 / 2014

Report 015 was submitted by the General Manager to seek approval from the Board for the implementation of the Service Charges from 1st April 2013 for the financial year 2013/14.

Having heard the General Manager in further explanation of the report, and in answer to Board Member's questions, the Board agreed:-

- (1) to note the contents of the report; and
- (2) to approve the Service Charges for 2013/14

8. Business Plan 2013 / 2014

Report 016 was submitted by the General Manager to seek approval from the Board for the implementation of the Trust's Business Plan for the financial year 2013/14.

Having heard the General Manager in further explanation of the report, and in answer to Board Member's questions, the Board agreed:-

- (1) to note the contents of the report;
- (2) to make two minor amendments to the company objectives which were 3) to advance education **and lifelong learning** and 4) to advance health **and wellbeing**;
- (3) for the Company Secretary to contact OSCR to make the above changes to the company objectives; and
- (4) to approve the Business Plan for 2013/14

David McB thanked everyone involved in producing the plan and everyone agreed it was an excellent document.

9. Public Access to WDL Board Activities

Verbal report from the General Manager, providing an update on the proposed documentation that would be published on the Trust's website.

Having heard the General Manager in further explanation of the update, and in answer to Board Member's questions, the Board agreed:-

- (1) that the agenda and note of future Board Meetings;
- (2) that the Articles of Association;
- (3) that the Annual Report;
- (4) that a summary of the Business Plan; and
- (5) details of the Board and Management Team would all be published on the website.

10. Tender Approvals

Report 017 was submitted by the General Manager to seek approval from the Board with regards to the process of approving Tenders.

Having heard the General Manager in further explanation of the report, and in answer to Board Member's questions, the Board agreed:-

- (1) to note the contents of the report;
- (2) to allow the General Manager to approve tenders up to the value of £50k; and
- (3) to have any three Directors approve tenders over the value of £50k.

11. Board Appeal Hearings

Report 018 was submitted by the General Manager to seek approval from the Board for six Appeal Hearing Dates throughout 2013/14.

Having heard the General Manager in further explanation of the report, and in answer to Board Member's questions, the Board agreed:-

- (1) to note the contents of the report;
- (2) that the General Manager bring forward each date by one week;
- (3) that the General Manager forward dates to appropriate Directors to organise suitable attendance for each date; and
- (4) for the General Manager to forward agreed dates to all Trade Unions and Human Resources.

12. Any Other Business

There was no other business.

13. Date of next meeting

The next meeting will be held at the W.D.L. Head Office on Thursday 13 June 6.30pm

Signed:



David McBride (Chair)