

Board of Directors Note of Meeting



Leisure

Thursday 29th August 2013

West Dunbartonshire Leisure

Note of Board Meeting 29 August 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	Manager of Accounting (WDC)

1. **Welcome and Introductions**

Chair welcomed everyone to the meeting

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 June 2013 and Matters Arising**

The minutes were submitted and approved as a correct record.

Matters Arising

There were no matters arising.

4. **Financial Report**

Report 023 was submitted by the General Manager and Manager of Accounting to advise the Board on the financial performance of the revenue and capital budgets to 30 June 2013 – financial period 3.

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

(1) to note the contents of the report.

5. Allocation of Unrestricted Funds

Report 024 was submitted by the General Manager to seek approval from the Board for £55,000 of the Trust's Unrestricted Funds to be allocated to the purchase of new gym equipment and the Refurbishment of Gyms project.

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

(1) to approve the allocation of £55,000 of the Trust's Unrestricted and Undesignated Funds with the equivalent value being restored to the Unrestricted Fund from the Trust's 2014/15 budget.

6. Performance Report

Report 025 was submitted by the General Manager to advise the board of the key performance areas for the Trust for the period ended 30th June 2013 (1st Quarter)

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 content of this report; and

(2) arrange a workshop with management and Directors to discuss the Trust's mission, vision and values; and

(3) forward a copy of the 2014 Commonwealth Games Legacy Plan to all Directors

7. H.R. policies and Procedures

Report 026 was submitted by the General Manager to advise the Board of the implementation plan for adopting all appropriate West Dunbartonshire Council HR Policies and Procedures and to agree the revised Scheme of Delegation for Discipline and Grievance Procedures.

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 the plan in place for fully integrating the HR Policies and Procedures; and

(2) approve the revised Scheme of Delegation; and

(3) approve the implementation plan for integrating the HR Policies and Procedures.

8. Fitness Suite Refurbishment / Procurement

The General Manager gave a verbal report to update the Board on the progression of the procurement of new gym equipment and refurbishment of the existing Fitness Suites.

The General Manager said that following an extensive procurement exercise Anytime Leisure had been appointed to supply the range of equipment for all three leisure centres and that Lawrie Furnishings had been appointed to carry out the refurbishment works. It is anticipated that work would commence week commencing 14 October and should be complete by week ending 10 November 2013, subject to a contractors meeting scheduled to take place on Thursday 5 September which will agree the programme of works.

A communications plan has been developed to keep staff and customers informed of the progress of the project. The General Manager indicated that should additional works be required to enhance the project this would be paid for from the existing capital budget.

9. Sale of Play Drome Update

The Chair and General Manager provided a verbal update on the proposed sale of the Play Drome, Clydebank by West Dunbartonshire Council.

The Council agreed a report at the full Council meeting on 26 June 2013 to bring forward capital funding to commence the project.

Following a brief discussion, it was agreed that

- (1) following discussions with West Dunbartonshire Council and if the need arises, to deliver services at other facilities during the period when the Play Drome is sold and the new facility build being concluded, Trade Unions to be fully consulted with regard to the implications to staff presently employed at the Play Drome.
- (2) a breakdown of part time / full time and full time equivalent of the current staff at the Play Drome be provided at the next meeting.

10. Any Other Business

(1) Press Article – Zero Hours Contract

Briefing note 007 was submitted by the General Manager to advise the Board of recent press articles regarding the allegation of the Leisure Trust utilising Zero Hour Contracts.

The General Manager gave details of the current practices of the Leisure Trust with regard to the use of casual workers and confirmed that the Trust fully adheres to West Dunbartonshire Council's Casual Workers Policy. The Chair fully endorsed this practice.

It was agreed that

- (1) further information on average percentage of weekly shifts across the service that are covered by casual workers be provided at the next meeting.

(2) Cameron Taylor – NEBOSH Course

The General Manager informed the Board that the Area Operations Officer for the Dumbarton cluster, Cameron Taylor, recently successfully passed the National Examination Board in Occupational Safety and Health (NEBOSH) certificate with distinction. The Board unanimously agreed to ask the General Manager to pass on their congratulations to Cameron.

(3) Annual General Meeting

The General Manager gave details of the format for the forthcoming annual general meeting to be held at the Head Office on Thursday 5 September 2013. Anytime Leisure, the successful fitness equipment supplier will give a presentation on the content of their recent tender submission.

(4) Events

The Chair asked the General Manager to pass on his thanks to all the Leisure Trust staff involved in running the recent very successful events including the Loch Lomond Highland Games, Pipe Band Championships and Sports Shows.

11. Date of next meeting

The next meeting will be held at the W.D.L. Head Office on Thursday 28 November 2013 at 6.30pm.

Signed:



David McBride (Chair)