

**Board of Directors
Note of Meeting**



Leisure

Thursday 28th November 2013

West Dunbartonshire Leisure

Note of Board Meeting 28 November 2013

Present:	Councillor David McBride (DMcB) Kenny Clark (KC) Denise Laverty (DL) Councillor Kath Ryall (KR) Jim Gunn (JG) David Smith (DS) Tony Waclawski (TW) Joanne Harkin (JH)	Partner Director (Chair) Independent Director (Vice Chair) Independent Director Partner Director Independent Director Independent Director Independent Director Employee Representative Director
Apologies:	Councillor William Hendrie (WH)	Partner Director
In Attendance:	John Anderson (JA) Fiona McGuigan (FMcG) Bobby Kerr (BK) Gillian McNeilly	General Manager (WDL) Company Secretary (WDL) Development Officer (WDL) Minutes 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 29 August and Matters Arising**

The minutes were submitted and approved as a correct record.

Matters Arising

9 (2) Sale of Play Drome Update

The current breakdown of staff at the Play Drome is 22 full time and 20 part time staff which equates to a full time equivalent of 34.58 staff.

10 (1) Zero Hour Contracts

Having heard further information on the average percentage of weekly shifts across the service that is covered by casual workers, between 5% and 9%, it was agreed that a further report be presented to the next Board meeting.

4. **Exclusion of Published Agendas and Note of Board Meetings**

Report 028 to seek approval from the Board the process of excluding publication of appropriate Board Agenda Items and associated Notes of Board Meetings which are determined to be of a confidential or sensitive nature.

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) approve the process to exclude publication of appropriate Board Agenda Items and associated Notes of Board Meetings which are determined to be of a confidential or sensitive nature; and
- (3) to exclude agenda items 15 and 16 being published from this meeting

5. Financial Report

Report 029 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 September 2013 – financial period 6.

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.

6. W.D.L. Bad Debt Policy

Report 030 was submitted by the General Manager and Manager of Accounting to seek approval from the Board for the implementation of WDL's Bad Debt Policy.

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 draft Bad Debt Policy and in doing so, agree the persons responsible for write off approval including levels of debt;
- (2) add as a standing item at the Audit Committee; and
- (3) amend debtor reminder letters to include a reference that bookings may be stopped if payments are not made

7. Performance Report

Report 031 was submitted by the General Manager to advise the board of the key performance areas for the Trust for the period ended 30th September 2013 (2nd 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 the report and in particular the Board highlighted the level of diversionary activities currently being offered and the Partnership document.

- (2) for the General Manager through the Council's Communications Team to publicise the extended PULSE initiative
- (3) for the General Manager to obtain a comparison with other Local Authorities and Leisure Trusts with regard to the performance indicator of cost per visit

8. Risk Register

Report 032 was submitted by the General Manager to update the Board on the progression of the Risk Register for the period 1st April to 30th September 2013.

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 identify levels of for each risk i.e. high, medium or low on future risk registers

9. Health & Safety Six Monthly Review

Report 033 was submitted by the General Manager to advise the Board of the Health and Safety performance for the period 1st April – 30th September 2013

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 appendices

10. Governance Arrangements

Report 034 was submitted by the Company Secretary to seek approval from the Board for the implementation of recommendations from Wylie Bissett and to update the Board on the progression of legal requirements with regards to Governance arrangements.

Having heard the Company Secretary 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 Fit and Proper Persons Declaration Form; the Register of Interests the Anti-Bribery Policy; and the Gift / Hospitality Registration Form;
- (2) to approve the implementation of the proposed Fit and Proper Persons scheme;
- (3) to approve the implementation of the proposed Register of Interests scheme; and
- (4) to approve the Anti Bribery Policy; and

- (5) for the Company Secretary to forward blank copies of the Fit and Proper Persons Declaration and Register of Interest Forms to each Director and member of the Management Team to be completed and returned by February 2014.

11. Schedule of Board and Committee Meetings 2014/15

Report 035 was submitted by the General Manager to seek approval from the Board for the implementation of the schedule of Board and Committee Meetings for the financial year 2014 / 15 and agree representation at Committee Meetings.

Having heard the Company Secretary 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 schedule of Board and Committee Meetings for 2014/15; and
- (3) to approve the current Director Representation at Board and Committee Meetings.

12. Senior Leisure Attendant

Report 036 was submitted by the Company Secretary to seek approval from the Board for the introduction of Senior Leisure Attendant posts.

Having heard the Company Secretary 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 Job Profile for the post of Senior Leisure Attendant;
- (2) to approve the introduction of Senior Leisure Attendant posts within the structure; and
- (3) to approve a recruitment process to commence.

13. Bank Facility

Report 037 was submitted by the General Manager to advise the Board of the banking facilities provided by Clydesdale Bank and seek approval for the signing of the Facility Letter and Extract of Board Resolution

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 the attached appendices; and
- (2) to approve the signing by two Directors of the Facility Letter and Extract of Board Resolution and to return to the Clydesdale Bank

14. Gym Refurbishments

Briefing note 008 was submitted by the General Manager to update the Board on the progression of the gym refurbishments and the marketing campaign.

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

(1) to note the contents of the briefing note

15. Excluded Item

Item excluded from publication as being determined to be of a confidential or sensitive nature as per the approved Board Report 028 - Exclusion from Published Agendas and Notes of Board Meetings (28 November 2013)

16. Excluded Item

Item excluded from publication as being determined to be of a confidential or sensitive nature as per the approved Board Report 028 - Exclusion from Published Agendas and Notes of Board Meetings (28 November 2013)

17. Any Other Business

There was no other business.

18. Date of next meeting

The next meeting will be held at the W.D.L. Head Office on Thursday 27 February 2014 at 6.30pm.

Signed:



David McBride (Chair)