

West Dunbartonshire Leisure

Meeting of the Board of Directors at 6.30pm on 27th February 2014
West Dunbartonshire Leisure, Head Office, Alexandria

Agenda

1. **Welcome & Introductions (For Noting)**
2. **Declaration of Interest (For Noting)**
To receive declarations of interest by Directors relating to items contained within the agenda
3. **Minutes of Meeting of 28th November 2013 and any Matters Arising (For Approval)**
To consider the accuracy of the minute and to receive verbal reports on action taken to progress issues referred for action

Minutes attached – pages 5 to 10
4. **Financial Report (For Noting)**
Report to advise the Board on the financial performance of the revenue and capital budgets

Report No 040 Leisure Trust Budgetary Position 2013/14 as at Period 9 – Year to 31st December 2013 attached – pages 11 to 16
5. **Bad Debt Write Off and Provision (For Approval)**
Report to agree the methodology in calculating the level of bad debt provision as at 31 March 2014.

Report No 041 Bad Debt Write Off and Provision attached – pages 17 to 18
6. **Performance Report 3rd Quarter 2013/14 (For Noting)**
Report to advise the Board of the key performance areas for the trust for the period 1st October 2013 to 31st December 2013 (3rd Quarter)

Report No 042 Performance Report Period 1st October 2013 to 31st December 2013 (3rd Quarter) attached – pages 19 to 47
7. **2014/15 Budget (For Noting)**
Report to advise the Board of the Budget for 2014/15

Report No 043 2014/15 Budget attached – pages 48 to 50
8. **Draft Business Plan 2014-17 (For Approval)**
Report to agree the 3 Year Business Plan 2014 – 17

Report No 044 - 3 Year Business Plan 2014 – 17 attached – pages 51 to 84
9. **Service Charges 2014/15 (For Approval)**
Report to agree the Service Charges for 2014/15

Report No 045 Service Charges 2014/15 attached – pages 85 to 87

- 10. 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)
- 11. Managing Operational Cover (For Noting)**
Report to advise the Board of how operational cover is managed

Report No 046 Managing Operational Cover attached – pages 88 to 99
- 12. Health & Safety Policy 2014/15 (For Approval)**
Report to agree the Health & Safety Policy

Report No 047 Health & Safety Policy 2014/15 attached – pages 100 to 117
- 13. Health & Safety Plan 2014/15 (For Approval)**
Report to agree the Health & Safety Plan for 2014/15

Report No 048 Health & Safety Plan 2014/15 attached – pages 118 to 125
- 14. Community Engagement Plan (For Approval)**
Report to agree the Community Engagement Plan

Report No 049 Community Engagement Plan attached – pages 126 to 155
- 15. WDL Mission Statement & Values (For Approval)**
Report to agree the Mission Statement and Values for WDL

Report No 050 WDL Mission Statement & Values attached – pages 156 to 168
- 16. Freedom of Information (Scotland) Act (For Approval)**
Report to advise the Board of the pending change to legislation that will require West Dunbartonshire Leisure to adhere to the Freedom of Information (Scotland) Act 2002 as of 1 April 2014.

Report No 051 Freedom of Information (Scotland) Act attached – pages 169 to 197
- 17. WDC 2014 Commonwealth Games Legacy Plan (For Noting)**
Verbal report to advise the Board of the Councils Legacy Plan and WDL's contribution

WDC 2014 Commonwealth Games Legacy Plan attached – pages 198 to 233
- 18. West Dunbartonshire Sports Awards (For Noting)**
Verbal report to advise the Board of the forthcoming Sports Awards

Briefing Note 009 – West Dunbartonshire Sports Awards attached – pages 234 to 236
- 19. Year End Financial Statements – Changes in Accounting Policies**
Report to request that the Trust Board consider and approve a change in Accounting Policy on Tangible Fixed Assets and Depreciation

Report 052 Year End Financial Statements – Changes in Accounting Policies pages 237 to 238
- 20. Any other Competent Business**

21. Next Meeting (For Noting)
Thursday 29th May 2014, 6.30pm