

Board of Directors Note of Meeting



Thursday 27 February 2014

West Dunbartonshire Leisure

Note of Board Meeting 27 February 2014

Present:	Councillor David McBride (DMcB) Councillor Kath Ryall (KR) Jim Gunn (JG) David Smith (DS) Tony Waclawski (TW)	Partner Director (Chair) Partner Director Independent Director Independent Director Independent Director
Apologies:	Councillor William Hendrie (WH) Joanne Harkin (JH) Kenny Clark (KC) Denise Laverty (DL)	Partner Director Employee Representative Director Independent Director (Vice Chair) Independent 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 28 November 2013 and Matters Arising

The minutes were submitted and approved as a correct record.

No matters arising

4. Financial Report

Report 040 was submitted by the General Manager and Finance Manager to advise the Board on the financial performance of the revenue and capital budgets to 31 December 2013 – financial period 9.

Having heard the General Manager and Finance Manager 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. W.D.L. Bad Debt Policy

Report 041 was submitted by the General Manager and Finance Manager to seek approval for the level of write off of debts considered uncollectable i.e. 'Bad Debts' and the methodology in calculating the level of bad debt provision as at 31 March 2014.

Having heard the General Manager and Finance 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) to agree the calculation basis for the level of Bad Debt provision for potential uncollectable debts, to be held as at 31 March 2014 as noted in 5.1 (value to be finalised based upon debt outstanding as at 31 March 2014).

6. Performance Report

Report 042 was submitted by the General Manager to advise the board of the key performance areas for the Leisure Trust for the period 1st October to 31st December 2013 (3rd 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

7. 2014 – 2015 Budget

Report 043 was submitted by the Company Secretary to advise the Board of the Financial Budget for 2014/15. F.McG. informed the meeting that there had been a full discussion at the recent Audit Committee regarding the budget.

Having heard the General Manager and 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;

8. Draft Business Plan

Report 044 was submitted by the General Manager to seek approval from the Board for the Leisure Trust's three year Draft Business Plan for the financial years 2014/15 – 2016/17.

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
- (2) to approve the WDL Draft Business Plan 2014 – 2017.

9. Service Charges

Report 045 was submitted by the General Manager to seek approval from the Board for the implementation of the Service Charges from 1st April 2014 for the financial year 2014/15.

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) to approve the Service Charges for 2014/15.

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

Report 046 was submitted by the Senior Leisure Trust Officer to advise the Board of the operational cover arrangements for front line services and the reviewed 'Additional Hours Protocols' that have been in operation since 30th September 2013 following extensive consultation with Trade Unions.

Having heard the General Manager and Senior Leisure Trust Officer 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 reviewed Protocols for Additional Hours Cover

12. Health & Safety Policy 2014 - 2015

Report 047 was submitted by the Health & Safety Co-ordinator to seek approval from the Board for the implementation of the Health & Safety Policy for the financial year 2014/15.

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
- (2) to approve the Health & Safety Policy for 2014/15.

13. Health & Safety Plan 2014 - 2015

Report 048 was submitted by the Health & Safety Co-ordinator to seek approval from the Board for the implementation of the Health & Safety Plan for the financial year 2014/15.

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
- (2) to approve the Health & Safety Plan for 2014/15.

14. Community Engagement Plan

Report 049 was submitted by the Business Development Co-ordinator to seek approval from the Board for the implementation of the Leisure Trust's first Community Engagement Plan.

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 approve the Leisure Trust's first Community Engagement Plan subject to seeking assistance from Council officers on wider non user consultation methods and the proposed amendments to the formatting; and
- (3) to circulate the revised plan to Board members for final comments

15. W.D.L. Mission Statement and Values

Report 050 was submitted by the General Manager to seek approval from the Board for the implementation of the Trust's Mission Statement and Values.

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) to approve the Mission Statement and Values for West Dunbartonshire Leisure as highlighted in points 5.1 and 6.1 respectively subject to the minor amendments to the terminology used in point 6.1

16. Freedom of Information (Scotland) Act

Report 051 was submitted by the General Manager 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 1 April 2014.

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, the Publication Scheme and template Guide for a Publication Scheme devised by the Sporta Working Group

17. W.D.C. 2014 Commonwealth Games Legacy Plan

The General Manager gave a verbal report to advise the Board of the Council's Legacy Plan and WDL's contribution.

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 plan

18. West Dunbartonshire Sports Awards

Briefing note 009 was submitted by the Sports Development Manger to advise the Board of the forthcoming Sports Awards.

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 briefing note

19. Year End Financial Statements – Changes in Accounting Policies

Report 052 was submitted by the General Manager and Finance Manager to request that the Leisure Trust Board consider and approve a change in Accounting Policy on Tangible Fixed Assets and Depreciation.

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

- (1) to approve the content of the report

20. Any Other Competent Business

- (1) T.W. advised the Board that he has been elected Chair of the Audit Committee and J.G. has been elected Vice Chair.

21. Date of next meeting

The next meeting will be held at the W.D.L. Head Office on Thursday 29 May 2014 at 6.30pm.

Signed: David McBride

David McBride