

# **Board of Directors Note of Meeting**



**Thursday 29 May 2014**

# West Dunbartonshire Leisure

## Note of Board Meeting 29 May 2014

Present:	Councillor David McBride (DMcB) Councillor Kath Ryall (KR) Councillor William Hendrie (WH) Jim Gunn (JG) David Smith (DS) Tony Waclawski (TW) Joanne Harkin (JH)	Partner Director (Chair) Partner Director Partner Director Independent Director Independent Director Independent Director Employee Representative Director
Apologies:	Denise Lavery (DL)	Independent Director
In Attendance:	John Anderson (JA) Fiona McGuigan (FMcG) Bobby Kerr (BK) Alan Crawford Andrew McKay	General Manager (WDL) Company Secretary (WDL) Development Officer (WDL) Minutes Sports Development Manager Active Schools Manager

### **1. Welcome and Introductions**

Chair welcomed everyone to the meeting and also welcomed the Sports Development Manager Alan Crawford and Active Schools Manager Andrew McKay

### **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 27 February 2014 and Matters Arising**

The minutes were submitted and approved as a correct record.

#### **Matter Arising**

- 1) **Community Engagement Plan** – JA said that the document had just been received back from the designers today and that Anne Clegg from the Council's Corporate Services section had provided useful comments which had been taken on board. He added that the format had changed with the actions being taken out and put into an annual action plan. JA said that it would be distributed in the next few days for comments.

#### **4. Resignation of Vice Chair Kenny Clark**

Following the resignation of the Vice Chair Kenny Clarke, DMcB paid tribute to the contribution he had given during his tenure and said that a formal letter of thanks should be sent. With regard to the recruitment of a replacement JA said that an advert has been placed in the Glasgow Herald and on the myjobscotland website. Interviews have been scheduled for Tuesday 24 June 2014 and will be carried out by the Nominations Sub Committee. It is anticipated that the successful candidate will be in place by the next Board meeting on 28 August 2014.

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

- (1) that the General Manager formally write to Kenny Clark on behalf on the Board to thank Kenny for his contributions during his tenure.

#### **5. Appointment of Vice Chair**

Nominations were invited for the post of Vice Chair. JG nominated TW. TW nominated DS who said that he did not wish to be considered as he felt he could not commit the appropriate time to the role. TW was then seconded by WH.

There being no other nominations the Board agreed:-

- (1) to elect Tony Waclawski as Vice Chair. It was noted that the appointment was in place until the Annual General Meeting in September.

#### **6. Performance Report**

Report 053 was submitted by the General Manager to advise the board of the key performance areas for the Leisure Trust for the period 1 January to 31 March (4<sup>th</sup> Quarter).

The Sports Development Manager and Active Schools Manager gave a brief overview of the activities contained in the report including the upcoming local Sports Awards, Champions of Sports and Queen's Baton Relay.

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 commended the report overall and asked that their thanks be passed on to all staff.

## **7. Risk Register Annual Review**

Report 054 was submitted by the General Manager to update the Trust Board on the Risk Analysis and in particular the Risk Register which is highlighted within the Leisure Trust Business Plan 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.

## **8. Terms of Reference – Board Sub Committees**

Report 055 was submitted by the General Manager to seek approval from the Board for the Terms of Reference for Board Sub Committees.

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 Terms of Reference; and
- (2) approve the Terms of Reference for Board Sub Committees.

## **9. Update of Board Sub Committees for the period 1 January to 31 March 2014**

Report 056 was submitted by the General Manager to provide the Board with an update and Notes of all Sub Committee meetings for the period 1 January to 31 March 2014. JA said that this would now be a standard item on future Board agendas. The Chair or Director attending each sub-committee would be invited to give a verbal update on sub-committee meetings.

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.

## **10. Health & Safety Review Apr 2013 – Mar 2014**

Report 057 was submitted by the Health and Safety Co-ordinator to advise the Board of Health and Safety performance during the twelve month period from 1 April 2013 to 31 March 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.

**11. Clydebank Leisure Centre**

The General Manager gave a verbal report to update the Board on the replacement of the Play Drome, Clydebank by West Dunbartonshire Council.

**12. Queen's Baton Relay – Friday 18 July 2014**

Briefing note 010 was submitted by the General Manager to advise the Board of the forthcoming Queen's Baton Relay which will be hosted by West Dunbartonshire on Friday 18 July 2014.

**12. Any Other Competent Business**

No business

**14. Date of next meetings**

JA indicated there was no requirement for the Appeals Committee to meet on 18 June 2014.

The next Board Meeting will be held at the W.D.L. Head Office on Thursday 28 August 2014 at 6.30pm.

Signed:



David McBride (Chair)