

## West Dunbartonshire Leisure Trust

### Minutes of Board Meeting of 16<sup>th</sup> April 2012

Present:	Councillor Ronnie McColl (Chair) Kenny Clark Denise Laverty Jim Gunn Councillor David McBride Tony Waclawski	Partner Director Independent Director Independent Director Independent Director Partner Director Independent Director
Apologies:	Councillor William McLaughlin David Smith	Partner Director Independent Director
In Attendance:	Allan Moyes Fiona McGuigan Alan Crawford Helen Smith Andy McKay Cameron Taylor	General Manager Senior Trust Officer Sports Development Co-ordinator Area Operations Officer Active Schools Manager Area Operations Officer

Item	Subject	Action
<b>1</b>	<p><b>Presentations</b></p> <p>A Powerpoint presentation covering Area Operations, Sports Development, Active Schools and Trust Development was made by Cameron, Helen, Fiona, Alan, Andy &amp; Kevin respectively. A copy of the presentation is attached to the minutes.</p> <p>Hard copies to be forwarded to Directors</p>	AM
<b>2</b>	<p><b>Minutes of Meeting of 12<sup>th</sup> March 2012</b></p> <p>These were accepted as an accurate record</p>	
<b>3</b>	<p><b>Board Meeting Action List 12<sup>th</sup> March 2012-05-01</b></p> <p>There were no issues discussed relating to the action list</p>	

<p><b>4</b></p>	<p><b>Signatory Confirmation</b></p> <p>It was agreed that for Bank and associated purposes the signatories for cheques and similar documents would be any two from Ronnie McColl, Kenny Clark, Fiona McGuigan and Allan Moyes.</p> <p>Given that this was the first formal meeting of the Board it was necessary to confirm the appointment of Officers previously decided by the Board in its Shadow capacity. Therefore, the following was noted and decided:-</p> <ul style="list-style-type: none"> <li>• It was noted that Article 68 of the Articles of Association of the Company permitted the directors of the Company to appoint from amongst their number a Chairman of the board and a Vice Chairman of the board subject to the following:-</li> <li>• Only Partner Directors and Independent Directors (who are not Employee Representatives) shall be eligible for appointment as Chairperson and Vice Chairperson of the board of directors; <ul style="list-style-type: none"> <li>- the offices of Chairperson and Vice Chairperson shall (insofar as is practicable) be held in rotation by Partner Directors and Independent Directors with the first Chairperson being a Partner Director and the first Vice Chairperson being an Independent Director.</li> </ul> </li> <li>• It was noted that, prior to adoption of the current Articles of Association of the Company, the Board had appointed the following directors as the first Chairperson and Vice Chairperson of the Board at a meeting held on 11 January 2012: <ul style="list-style-type: none"> <li>- Ronald McColl had been appointed as the first Chairperson of the Board; and</li> <li>- Kenny Clark had been appointed as the first Vice Chairperson of the Board.</li> </ul> </li> </ul> <p>The directors fully and carefully considered the appointment of Ronald McColl as Chairperson and Kenny Clark as Vice Chairperson. Each of Ronald McColl and Kenny Clark absented himself from the discussion and voting in respect of his own appointment in accordance with Article 106 of the Articles of Association of the Company. IT WAS RESOLVED that the appointment of Ronald McColl as Chairperson and the appointment of Kenny Clark as Vice Chairperson be acknowledged and ratified for the purposes of Article 68 of the Articles.</p>	<p>AM</p>
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<p><b>5</b></p>	<p><b>Trade Union Recognition Agreement</b></p> <p>It was agreed to adopt the “Recognition and Procedural Agreement” submitted by the Trade Unions.</p> <p>Subject to re-titling as WDLT documents, it was also agreed to adopt the Council’s Seasonal Worker Contract, Employee Contract Template and Disciplinary Policy and Procedure.</p> <p>The Board requested that a meeting with Trade Union Officials, including shop stewards, be convened to take place between 16<sup>th</sup> – end May 2012.</p> <p>The Board requested meetings with all staff to take place during June 2012.</p>	<p>AM</p> <p>AM</p>
<p><b>6</b></p>	<p><b>Nomination of Directors to Sub Groups</b></p> <p>Jim &amp; Tony were nominated to participate on an Audit Sub Group along with a Partner Director, to be nominated following the forthcoming elections.</p> <p>The first task of the Sub Group will be to select external auditors to serve the Board.</p> <p>Denise &amp; Kenny were nominated to participate on a Nominations Sub Group along with a Partner Director, to be nominated following the forthcoming elections.</p> <p>The first task of the Sub Group will be to select an Employee Representative Director to replace the individual who resigned recently.</p>	<p>AM</p> <p>AM</p>
<p><b>7</b></p>	<p><b>Visit to Facilities</b></p> <p>Visits to Leisure Centres and Community Halls to be arranged for the Board to take place during June – August 2012</p>	<p>AM</p>
<p><b>8</b></p>	<p><b>Next Meeting</b></p> <p>12<sup>th</sup> June 2012 – Vale of Leven Swimming Pool</p>	<p>AM</p>