

West Dunbartonshire Leisure Trust

Minutes of Board Meeting 12 June 2012

Present: Councillor David McBride (Chair) Partner Director
 Councillor William Hendrie Partner Director
 Councillor Kath Ryall Partner Director
 Kenny Clark Independent Director
 Jim Gunn Independent Director
 Denise Laverty Independent Director
 David Smith Independent Director
 Tony Waclawski Independent Director

Apologies: There were no apologies

In Attendance: Allan Moyes General Manager
 Fiona McGuigan Senior Trust Officer
 Kevin Murphy Business Development Coordinator
 Bobby Kerr Development Officer (minute secretary)

Item	Subject	Action
1	<p>Welcome and Introductions</p> <p>Vice Chair Kenny welcomed everyone to the meeting and said that he would deputise for the outgoing Chair until the new Chair was elected. Introductions were made around the table.</p>	
2	<p>Minutes of meeting 10 April 2012</p> <ul style="list-style-type: none"> Item 4 – signatory confirmation, bullet point 3 - Kenny asked that the word Chairperson be changed to Vice Chairperson – noted <p>The minutes were accepted as an accurate record and agreed</p>	
3	<p>New Directors</p> <ul style="list-style-type: none"> Introduction of Employee Representative Director – it was noted that the Trade Union nominated representative, Joanne Harkin, had not submitted the appropriate forms to date despite being reminded on several occasions by AM. It was agreed that Kath would contact her. Introduction of Replacement Directors – Following the recent local government election Kath Ryall and Bill Hendrie were welcomed as Partner Directors. Election of Chair – Councillor David McBride was nominated by Kath and seconded by Kenny, there were no other nominations. Following the appointment Kenny handed over the position of Chair to David McB. 	
4	<p>Board Meeting Action List 10 April 2012</p>	

Financial Report

Fiona explained that a full report was not available at this time but the summary previously circulated did give an indication of the current annual financial position. The only adverse variance was with employee costs which point 5.2 of the report provides details of. Fiona said that she had no concerns with the current financial position with regard to expenditure or income and that a full report would be submitted to the next meeting as well as monthly summary reports. To date no capital expenditure has been incurred as projects are still being prepared.

- 5 There followed a short discussion on VAT implications which are still unresolved. Jim asked about which elements of WDL activity are exempt. Allan said that the Council was still taking advice from external consultants Ernst & Young with regard to VAT. Kath commented that after so many similar transfers in the past, the application of VAT to WDL's affairs should be straightforward. Allan responded that the subject of VAT was complicated relative to each specific WDL activity and was subject to regular legal updating adjustments which required specialist support to resolve for each individual case. Jim corroborated this from his recent personal business experience. Responding to a further query from Kath, Allan confirmed that the saving from VAT was only around £40,000 per year compared to non domestic rates savings of almost £700,000 per year.

Development Planning

Kevin referred to the report submitted to the Board. Main points included:-

- Three main areas of development – facilities development, programme development and corporate branding
- Three year plan
- Consultation with staff, customers, stakeholders, and partners

6 David McB asked about pricing – Allan explained that a consultation exercise is being undertaken by the Council with regard to programme changes and pricing within the Community Centres and that it is agreed with the Council that the current arrangements would remain until at least 1 April 2013. He said that some facilities may transfer to community ownership following the consultation exercise.

There followed a discussion about usage within the community facilities and Kevin explained that he was looking at various options on how to make best use of them including establishing sports specific hubs e.g. martial arts, gymnastics. David McB gave his support for the idea of creating hubs in under used facilities.

Allan said that any changes to prices or programmes would be mindful of the WDL and the Council's social commitments.

Kath asked about a reference in the report to using external support to assist with consultation. Kevin said that was an option to assist with non user consultation but was confident the in house development team would have the resources.

	The recommendations were approved. Kevin left the meeting	
7	<p>Role Restoration Proposal</p> <p>Fiona went through the report previously circulated and said that she would arrange for the job profile to be circulated to board members. David McB said he was concerned how other staff would react to the proposal that someone would be matched into the position. Fiona said that it was an anomaly left from the Housing, Environmental & Economic Development departmental restructure passed on by the Council to WDL. She highlighted that it was not a re-grading but a post left off the previous structure and that the current staff member was currently carrying out the duties of the post. David S felt that the job should be open to all Duty Officers as the person in question was currently in one of those jobs. He felt that any matching exercise should look at his current job profile not his previous one. He added that all other Duty Officers may feel they have a grievance if this person was matched into the post. Fiona argued that no other Duty Officer was carrying out the functions or indeed had the experience. Full consultation would be held with the Trade Unions and she was confident that they would agree with her. Tony felt it could be seen as setting a precedent.</p> <p>Allan said that the Council's H.R. section had been fully involved and saw no issues with the process. Allan suggested that the Chair and Vice Chair be given delegated authority to approve any decision following full consultation with the Trade Unions. This was agreed.</p>	
8	<p>General Manager Recruitment</p> <p>This item was discussed in a closed meeting. It was agreed that the salary proposal outlined in the Report by the Council's Head of HR was acceptable and any further review of salary would be in line with the Council's and Scottish Local Government Chief Officers' salary scales. It was also agreed to remunerate the current Acting General Manager as proposed in the Report, commencing from April 2012.</p>	
9	<p>Annual Meeting Programme</p> <p>The list of proposed dates for Board meetings was agreed</p>	
10	<p>Trade Union Facilities and Recognition Agreement</p> <p>Allan informed the meeting that the Trade Unions had now indicated that they preferred to adopt the WDC Trade Union Facilities and Recognition Agreement, Joint Consultative Committee Constitution and Grievance and Appeals procedures instead of the Recognition Agreement accepted by the Board at the previous meeting. It was agreed to adopt these with appropriate title changes.</p>	
11	<p>Press and Related Communications</p> <p>There followed a discussion regarding recent negative reports in the local press. Kenny said that a meeting was held with Allan, Malcolm Bennie, the</p>	

	<p>Council's Manager of Corporate Communications and a senior reporter from the Lennox Herald. It was agreed that that the article was very positive. It was noted that WDL appeared to be held responsible for unpopular decisions taken by West Dunbartonshire Council just prior to the handover.</p>	
12	<p>Other Business</p> <ul style="list-style-type: none"> • Courses - Allan distributed a CIPFA course on Essential Skills for Directors. Unfortunately it clashed with one of the dates set aside for staff meetings at the end of June. • Annual Local Sports Awards – Allan gave details of the ceremony being held at Dumbarton Golf Club on Friday 22 June at 7.00pm to which Allan and Kenny were invited along with 2 further Directors. Directors to reply to Allan by Friday 15 June or sooner. • Legal Agreements – Allan distributed final legal agreements to all Directors • Miscellaneous – Allan said that if anyone had any general queries before the next Board meeting he can be contacted either by telephone or email 	
13	<p>Date of next Meeting</p> <p>The next Board meeting will take place on Wednesday 12 September 2012 at 6.30pm in the WDL headquarters in the Alexandria Community Centre, Main Street, Alexandria, G83 0NU</p>	