

West Dunbartonshire Leisure Trust

Minutes of Board Meeting 12 September 2012

Present: Councillor David McBride (Chair) Partner Director
 Kenny Clark Independent Director (Vice Chair)
 Councillor William Hendrie Partner Director
 Councillor Kath Ryall Partner Director

Jim Gunn Independent Director
 Denise Laverty Independent Director
 David Smith Independent Director
 Tony Waclawski Independent Director
 Joanne Harkin Employee Representative Director

Apologies: There were no apologies

In Attendance: Allan Moyes Acting General Manager
 Fiona McGuigan Senior Leisure Trust Officer
 Bobby Kerr Development Officer (minute secretary)
 Gillian McNeilly Manager of Accounting W.D.C.
 John Anderson Incoming General Manager

Item	Subject	Action
1	<p>Welcome and Introductions</p> <p>Chair David McB welcomed everyone to the meeting. He introduced Joanne Harkin, proposed Employee Representative Director and Gillian McNeilly, W.D.C's Manager of Accounting. He also welcomed John Anderson, the recently selected General Manager. David then went on to thank Allan Moyes for his valuable contribution in getting W.D.L. to its current stage.</p>	
2	<p>Declaration of Interest</p> <p>No declarations of interest were declared</p>	
3	<p>Minutes of meeting 12 June 2012</p> <p>The minutes were accepted as an accurate record and agreed</p>	
4	<p>New Director</p> <p>a. Introduction of Employee Representative Director – the Trade Union nominated representative, Joanne Harkin, was introduced to the Board who welcomed Joanne as a new Director</p>	
5	<p>Board Meeting Action List 12 June 2012</p> <p>i. Development Plan – There followed a discussion on the development plan. Allan said that there was still work to do on the plan and highlighted issues such as the decision to agree a pricing policy for the Community Facilities. Fiona said that a report is to be submitted to the Housing, Environmental & Economic Development Committee in</p>	

	<p>November. Fiona said that the report recommended a fair pricing policy for disadvantaged groups and appropriate charges for commercial organisations. It was noted that any changes to charges would not be implemented until 1 April 2013. Jim was concerned that if additional income was needed to make up for any deficits delaying price increases until April might not be the best course of action. It was pointed out that 6 months notice of price increases has to be given by the Council to W.D.L and vice versa as per the Service Agreement.</p> <p>Allan stated that he felt the maintenance budget for the Community Facilities was inadequate and that he had asked for funding to upgrade them once a decision had been taken on which Community Facilities remained with the W.D.L. following the current Council exercise to transfer or close specific Community Facilities. Allan added that there were a number of other factors to consider, with regard to the Business Plan, including pricing, staff and facilities.</p> <p>It was agreed to arrange a special Board meeting in November, following the HEED Committee meeting, to consider a draft development plan.</p> <p>ii. Duty Officer (Events) – Fiona said that the post had been evaluated at Grade 6 and advised that she had asked that recruitment be restricted to the current list of Duty Officers. JCC will be informed before the job is released.</p>	
6	<p>Financial Report</p> <p>i. There followed a presentation from Gillian McNeilly, W.D.C’s Manager of Accounting who gave a detailed explanation of W.D.L.’s revenue and capital budgets, (presentation attached). Gillian also gave details of risk areas. Details were given of the financial position up to period 4, 2012, where it was noted that staffing costs made up most of the minor deficit. There were various areas for improvement offered such as reviewing non essential spend, virement of budgets, increase income and staffing costs specifically not covering for sickness absence or holidays.</p> <p>ii. There followed a discussion on how to reverse any deficits that may build up throughout the year. Fiona said that the management team monitor the financial situation closely and that action was being taken.</p> <p>iii. It was highlighted that some membership income from the Community Facilities that was no longer collected had not been accounted for in the subsidy payment to W.D.L, despite being featured in the Transfer Business Case.</p> <p>iv. It was noted that the Council had informally indicated that a saving of up to 3% was anticipated from W.D.L. Allan had already responded that W.D.L. not necessarily “save” 3% but that a business plan would be prepared which may show a degree of increased income that may permit a Council subsidy reduction. Allan also said that this could be difficult to achieve and that negotiations will be required.</p> <p>v. David McB thanked Gillian for a very informative breakdown of the financial position.</p>	
7	<p>Performance Report</p> <p>The Board noted the contents of report number 007, Performance</p>	

	Measurement, which detailed the process to identify performance indicators that will satisfy the needs of the Board and the Council.	
8	<p>Trade Union Communications</p> <p>The minutes from the Joint Consultative Committee (JCC) meeting held on 20 June 2012 were noted. There was a short discussion regarding whether the forum should change in nature from a consultative committee to a negotiating committee - JCC or JNC. Allan highlighted that the change would result in a different type of forum than at present. It was agreed to review any decision to change the JCC once a decision has been taken by the Council following a current review of their partnership arrangements with Trade Unions and others.</p>	
9	<p>Grievance Appeals Panel</p> <p>It was highlighted that there are staff grievance appeals to be dealt with which pre-date W.D.L. Tony felt that it might not be appropriate for the Board to hear these appeals rather than the Council which had previously begun the process. Allan said that, following legal advice W.D.L. had little option but to hear them. After a short discussion it was agreed that as David McB and Kath are already trained they would hear the appeals. David S indicated that he is also trained and offered to participate if required. It was agreed that Jim and Tony should be trained on this topic to ensure a reasonable pool of adjudicators in future.</p>	
10	<p>Any Other Business</p> <ul style="list-style-type: none"> i. There was a short discussion on the Ernst & Young Risk Analysis (appendix 1) which formed part of the Business Case. Allan said that almost all the risks highlighted had been satisfied. It was agreed that a risk analysis be included in future reports. Following discussion concerning potential for independent risk analysis it was agreed to seek costs for providing this service from external sources but also to consider if the Board could undertake this function. ii. Denise gave details of a complaint regarding the Vale of Leven Swimming Pool usage she had received. She wanted some guidance on the process Directors should follow when they receive complaints. It was agreed that they should pass details to the General Manager. iii. David McB raised the issue of publishing Board minutes on the website. He felt that the Board should be seen as transparent. Jim said that at his place of work a shortened version of minutes are passed to staff. Allan confirmed that it was not normal practice for similar Trusts to publish minutes on public forums such as websites and that the WDL constitution did not allow for this. It was agreed that the pros and cons of public exposure should be discussed at the next full meeting. iv. Sports Show – details of the forthcoming annual Sports Shows were circulated v. A special meeting will be scheduled to discuss a draft development plan in November, members to be advised of date vi. Allan Moyes – David McB and the rest of the Board joined together 	

	<p>to thank Allan for all his work in setting up the Leisure Trust and his role as acting General Manager.</p> <p>vii. It was agreed that an “any other business” item would be added to the agenda for subsequent Board meetings</p>	
11	<p>Date of next Meeting</p> <p>The next scheduled Board meeting will take place on Thursday 13 December 2012 at 6.30pm in the WDL headquarters in the Alexandria Community Centre, Main Street, Alexandria, G83 0NU.</p> <p>A special meeting to discuss the development plan will take place in November – date to be advised</p>	