

WEST DUNBARTONSHIRE LEISURE

Head Office, Alexandria Community Centre,
Main Street, Alexandria, G83 0NU

November 2014

MEETING: WEST DUNBARTONSHIRE LEISURE BOARD MEETING

**THURSDAY 27 NOVEMBER 2014
HEAD OFFICE,
ALEXANDRIA COMMUNITY CENTRE,
MAIN STREET
ALEXANDRIA, G83 0NU**

Dear Director

Please attend a meeting of the **West Dunbartonshire Leisure Board** to be held in the **Head Office, Alexandria Community Centre, Main Street, Alexandria, G83 0NU**, on **Thursday 27 November 2014 at 6.30pm**.

Yours faithfully

A handwritten signature in black ink, appearing to read 'John Anderson', with a large checkmark-like flourish on the left side.

General Manager

Board of Directors Meeting

Agenda



Leisure

Thursday 27th November 2014

West Dunbartonshire Leisure

Meeting of the Board of Directors at 6.30pm on 27th November 2014
West Dunbartonshire Leisure Offices, Alexandria

Agenda

1. **Welcome & Introductions (For Noting)**
2. **Declaration of Interest (For Noting)**
To receive declarations of interest by Directors relating to items contained within the agenda
3. **Minutes of Meeting of 28th August 2014 and any Matters Arising (For Approval)**
To consider the accuracy of the minute and to receive verbal reports on action taken to progress issues referred for action

Minutes attached – pages 7 to 9
4. **Financial Report (For Noting)**
Report and appendices to advise the Board on the financial performance of the revenue and capital budgets

Report No 066 Leisure Trust Budgetary Position 2014/15 as at Period 6 – Year to 30th September 2014 attached – pages 11 to 15
5. **Performance Report 2nd Quarter 2014/15 (For Noting)**
Report and appendices to advise the Board of the key performance areas for the trust for the period 1st July to 30th September 2014 (2nd Quarter)

Report No 067 Performance Report Period 1st July to 30th September 2014 (2nd Quarter) attached – pages 17 to 42
6. **Proposed Management Fee 2015/16 (For Approval)**
Report to advise the Board of West Dunbartonshire Council's decision to reduce the 2015/16 Management Fee and to agree proposed Saving Options

Report No 068 Management Fee 2015/16 attached – pages 43 to 45
7. **Service Charges 2015/16 (For Approval)**
Report to seek Board approval for the Service Charges for 2015/16

Report No 069 Service Charges 2015/16 attached – pages 47 to 51
8. **Draft Delivery Plan 2015/16 (For Approval)**
Report and appendices to seek Board approval for the 2015/16 Delivery Plan to complement the current Business Plan 2014-17

Report No 070 Draft Delivery Plan 2015/16 attached – pages 53 to 73
9. **Volunteers Policy (For Approval)**
Report to seek Board approval for the Trust's first Volunteers Policy

Report No 071 Volunteers Policy attached – pages 75 to 104

- 10. Schedule of Board and Committee Meetings 2015/16 (For Approval)**
Report to seek approval from the Board for the implementation of the schedule of Board and Committee Meetings for the financial year 2015/16 and agree representation at Committee Meetings

Report No 072 Schedule of Board and Committee Meetings 2015/16 attached – pages 105 to 117
- 11. Risk Register Six Monthly Review (For Noting)**
Report and appendices to update the Board on the progression of the Risk Register for the period 1st April to 30th September 2014

Report No 073 Risk Register Six Monthly Review attached – pages 109 to 117
- 12. Health & Safety Six Monthly Review (For Noting)**
Report and appendices to advise the Board of the Health and Safety performance for the period 1st April to 30th September 2014

Report No 074 Health & Safety Six Monthly Review (1st April to 30th September 2014) attached – pages 119 to 123
- 13. Governance Arrangements (For Noting)**
Report and appendices to update the Board on the progression of legal requirements with regards to Governance arrangements

Report No 075 Governance Arrangements attached – pages 125 to 128
- 14. Sub Committee Updates (For Noting)**
Report to update the Board on Board Sub Committees during the period 1st July to 30th September 2014.

Report No 076 Update of Board Sub Committees for the period 1st July to 30th September 2014 attached – pages 129 to 140
- 15. Dumbarton Burgh Hall (For Noting)**
Report to update the Board on the Council's decision to request Dumbarton Burgh Hall is vacated and returned to the Council from 1st April 2015

Report No 077 Dumbarton Burgh Hall attached – pages 141 to 142
- 16. Clydebank Leisure Centre (For Noting)**
Verbal Report to update the Board of the progression of the new Clydebank Leisure Centre
- 17. 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)
- 18. Any other Competent Business**
- 19. Next Meetings (For Noting)**

 - Appeals Committee: Wednesday 17th December 2014, 1.30pm
 - Health & Safety Committee: Friday 9th January 2015, 1.30pm
 - Audit Committee: Thursday 12th February 2015, 1.30pm
 - Appeals Committee: Wednesday 18th February 2015, 1.30pm
 - **Board Meeting: Thursday 26th February 2015, 6.30pm**