

West Dunbartonshire Leisure

Note of Board Meeting 27 November 2014

Present:	Tony Waclawski (TW)	Independent Director (Chair)
	Councillor David McBride (DMcB)	Partner Director (Vice Chair)
	Councillor Kath Ryall (KR)	Partner Director
	Charlie Gibson (CG)	Independent Director
	Denise Laverty (DL)	Independent Director
	Jim Gunn (JG)	Independent Director
	David Smith (DS)	Independent Director
Apologies:	Councillor William Hendrie (WH)	Partner Director
	Joanne Harkin (JH)	Employee Representative Director
In Attendance:	John Anderson (JA)	General Manager (WDL)
	Fiona McGuigan (FMcG)	Company Secretary (WDL)
	Bobby Kerr (BK)	Development Officer (WDL) Minutes
	Gillian McNeilly	Manager of Accounting (WDC)

1. Welcome and Introductions

The Chair welcomed everyone to the meeting.

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 28 August 2014 and Matters Arising

The minutes were submitted and approved as a correct record.

Matters arising

There were no matters arising

4. Financial Report

Report 066 was submitted by the General Manager and Finance Manager to advise the Board on the financial performance of the revenue and capital budgets to 30 September 2014 – financial period 6.

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

- (1) to note the current position for both revenue and capital spend

5. Performance Report

Report 067 was submitted by the General Manager to advise the board of the key performance areas for the Leisure Trust for the period 1st July to 30th September 2014 (2nd Quarter).

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

6. Management Fee

Report 068 was submitted by the General Manager to advise the Board of the proposed Management Fee for 2015/16 from West Dunbartonshire Council. It was highlighted that the final management fee could not be confirmed until West Dunbartonshire Council's budget setting meeting on 4 February 2015.

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

7. Service Charges 2015 / 2016

Report 069 was submitted by the General Manager to seek approval from the Board for the implementation of the Service Charges from 1st April 2015 for the financial year 2015 / 2016.

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 approve the Services Charges for 2015 / 2016 pending the decision at the budget setting meeting on 4 February 2015 by West Dunbartonshire Council on the management fee for 2015 / 2016

8. Draft Delivery Plan 2015 / 2016

Report 070 was submitted by the General Manager to seek approval from the Board for the Delivery Plan 2015/16 to assist in achieving the Strategic Outcomes and Performance Targets identified within the Business Plan 2014-17.

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 attached appendices; and
- (2) to approve the Delivery Plan 2015 / 16

9. W.D.L. Volunteer Policy

Report 071 was submitted by the General Manager to seek approval from the Board for the implementation of the Trust's first Volunteer Policy.

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 and the attached appendices; and
- (2) to approve the W.D.L. Volunteer Policy, subject to the following amendments:

a) Termination

If a volunteer wishes to withdraw from their voluntary role they will be asked to give their main contact as much notice as possible, ideally two weeks. They will be offered an exit interview upon leaving the voluntary role at West Dunbartonshire Leisure.

b) Working with Children or Vulnerable Adults

Children and adults may be vulnerable and need to be kept safe. All volunteers will need to demonstrate to WDL that they are fit for the role that they are undertaking. For some roles this would require WDL to undertake a relevant PVG Disclosure Scotland check. WDL's child protection policy must be adhered to at all times, in any event.

c) Working with partner agencies - Colleges, National Governing Bodies, Sports Clubs

Further education students or staff representing sporting organisations e.g. national governing bodies, sports clubs etc. who are to be given a placement may have already completed a PVG disclosure check via their education establishment, employer or club. W.D.L. will still require to undertake a relevant PVG Disclosure Scotland check. WDL's child protection policy must be adhered to at all times, in any event.

d) Induction

All volunteers must receive an induction in advance of their placement commencing. The induction should take the form of a meeting at the centre/establishment where the volunteer will be based and cover the following:

10. Schedule of Board and Committee Meetings 2015/16

Report 072 was submitted by the General Manager 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

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;
- (2) to approve the schedule of Board and Committee Meetings for 2015/16; and

- (3) to approve the current Director Representation at Board and Committee Meetings.

11. Risk Register Six Monthly Review

Report 073 was submitted by the General Manager to update the Board on the Risk Analysis and in particular the Risk Register which is highlighted within the Leisure Trust Business Plan 2014-17.

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 the additional information contained in the Risk Register Six Monthly Review (Appendix 1); and
- (2) to delegate authority to the Audit Committee for the ongoing scrutiny of the Risk Register and implementation of subsequent Risk Registers moving forward and where appropriate report back to the Board with any recommendations.

12. Health & Safety 6 Monthly Review April – September 2014

Report 074 was submitted by the General Manager to advise the Board of the Health and Safety performance during the six month period from April to September 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 this report and the attached appendices

13. Governance Arrangements – Annual Review

Report 075 was submitted by the Company Secretary to advise the Board of the outcome of the annual review of governance arrangements following completion of the external audit.

Having heard the Company Secretary 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; and
- (2) to delegate authority to the Audit Committee to scrutinise the implementation of the external auditors current and future audit recommendations and where appropriate report back to the Board with any recommendations.

14. Update of Board Sub Committees for the period 1 July to 30 September 2014

Report 076 was submitted by the General Manager to provide the Board with an update and copies of all Sub Committee minutes for the period 1 July to 30 September 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 contents of the report and the additional information contained in the Appendices 1 – 4.

15. Dumbarton Burgh Hall

The General Manager gave a verbal report to update the Board of West Dunbartonshire Council's decision to instruct the Trust to vacate Dumbarton Burgh Hall by the end of the financial year (31 March 2015).

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 verbal report

16. New Clydebank Leisure Centre

The General Manager gave a verbal report to update the Board of the progression of West Dunbartonshire Council's new Clydebank Leisure Centre.

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 verbal report

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 Business

- (a) **Sporta Event** – J.G. and F.McG gave an update on the recent Sporta event they attended. It was agreed that they would present a briefing note at a future Board meeting
- (b) **Training for Board Members** – J.A. said that SPORTA, the national association of leisure and cultural trusts, is holding training sessions for Board Directors. He will circulate the Board once he received further details of where and when the session will be held.

19. Date of next meeting

The next meeting will be held at the W.D.L. Head Office on Thursday 26 February 2015.

Signed:

A handwritten signature in black ink, appearing to read 'Tony Waclawski', written over a horizontal line.

Tony Waclawski, Chairman