

West Dunbartonshire Leisure Trust

Note of Board Meeting 28 May 2015

Present:	Tony Waclawski (TW) David McBride (DMcB) Kath Ryall (KR) Charlie Gibson (CG) David Smith (DS) Joanne Harkin (JH) Jim Gunn (JG)	Independent Director (Chair) Partner Director (Vice Chair) Partner Director Independent Director Independent Director Employee Representative Director Independent Director
Apologies:	Jim Finn (JF)	Partner Director
In Attendance:	John Anderson (JA) Fiona McGuigan (FMcG) Anne Marie Cosh Bobby Kerr (BK)	General Manager (WDLT) Company Secretary (WDLT) H.R. Business Partner (WDC) Development Officer (WDLT) Minutes

1. Welcome and Introductions

The Chair welcomed everyone to the meeting. The Chair announced the resignation of Board member Denise Laverty who has tendered her resignation due to new work commitments. J.A. was asked to write to Denise to thank her on behalf of the Board for her contributions to the Board and the Leisure Trust. J.A. briefed the Board on the process for electing a replacement. He hoped to schedule interviews by the end of June.

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 26 February 2015 and Matters Arising

The minutes were submitted and approved as a correct record.

Matters arising

- a) T.W. asked for an update on the transfer of Outdoor Recreation from the Council to WDLT. J.A. said that he had advised the Monitoring Officer that the Board had agreed in principle the transfer of Outdoor Recreation and therefore financial information with regards to the proposed subsidy (increase in the Management Fee) would need to be presented to the Board for final approval. J.A. indicated that he had advised the Monitoring Officer of the dates of future Board Meetings for such information to be presented and that a meeting was scheduled for Tuesday 2 June to discuss further.

J.A. also indicated that the Council had started consultation with Trade Unions and those employees involved and it was his understanding that the transfer would take place in January 2016.

4. Performance Report

Report 087 was submitted by the General Manager to advise the board of the key performance areas for the Leisure Trust for the period 1st January to 31st March 2015 (4th 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 and the additional information contained in Appendix 1

5. Safeguarding Children Policy

Report 088 was submitted by the General Manager to seek the Board's approval for West Dunbartonshire Leisure Trust's (WDLT) Safeguarding Children Policy.

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

- (1) note the content of the report and the attached appendices; and
- (2) to approve the WDLT Safeguarding Children Policy subject to the following changes being made:

- wording on page 43 line 11 – from:

*“Successful applicants will, where appropriate, be asked to complete a self-declaration form prior to a PVG record being **accessed**”* to

*“Successful applicants will, where appropriate, be asked to complete a self-declaration form prior to a PVG record being **requested from the appropriate authority**”;*

- second last bullet point on page 44 and the paragraph headed Physical Intervention on page 49 should be changed to reflect that physical intervention should not be allowed; and
- the flowchart on page 63 should delete reference to volunteers.

6. Health and Safety Annual Review

Report 089 was submitted by the General Manager to advise the Board of the Health and Safety performance during the twelve month period from 1 April 2014 to 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 content of the report and the additional information contained in Appendices A, B, C and D.

7. Update on Update of Board Sub Committees for the period 1 January to 31 March 2015

Report 090 was submitted by the General Manager to provide the Board with an update and copies of all Sub Committee minutes for the period 1 January to 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 content of the report and the additional information contained in the Appendices 1 – 2.

8. Clydebank Leisure Centre – Verbal Report & Presentation

The General Manager gave a verbal report on the progress of the new Clydebank leisure facility and provided Board members with a presentation of architect's drawings of the proposed building.

9. Update to Terms of Reference – Board Committees

Report 091 was submitted by the General Manager to seek approval from the Board for an update to the Terms of Reference for Board Committees

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 updated Terms of Reference (Appendix 1)
- (2) to approve the updated Terms of Reference for Board Committees.

10. Presentation by the Chair - Appraisal Scheme for Board Members

The Chair gave a powerpoint presentation on a proposed appraisal scheme for Board members.

The Board agreed:-

- (1) further discussion with regards to a strategic planning day be held each year and a review of the Board's function and structure should be undertaken at a future board meeting;

- (2) that a workshop as outlined within the Chair's presentation be held following the next Board meeting on Thursday 27 August which will start at the earlier time of 6.00pm; and
- (3) that the Council's Occupational Development service be asked to assist in the workshop.

11. Any Other Business

There was no other business

12. 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)

13. Next meetings (for noting)

- JCF Committee: Thursday 11 June 2015, 2.00pm
- Appeals Committee: Wednesday 17 June 2015, 1.30pm
- Health & Safety Committee: Friday 14 August 2015, 1.30pm
- Appeal Committee: Wednesday 19 August , 1.30pm
- Audit Committee: Thursday 20 August 2015, 1.30pm
- **Board Meeting: Thursday 27 August 2015, 6.00pm**

Signed:



Tony Waclawski (Chair)