



# Agenda

## Meeting of West Dunbartonshire Leisure Trust Board of Directors

**Date:** Thursday, 26 November 2015

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**Time:** 6.00pm

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**Venue:** Board Room,  
WDLT Offices  
Alexandria Community Centre,  
Alexandria

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**Contact:** Bobby Kerr,  
Tel: 01389 757806, [bobby.kerr@west-dunbarton.gov.uk](mailto:bobby.kerr@west-dunbarton.gov.uk)

Dear Member

Please attend a meeting of **West Dunbartonshire Leisure Trust Board of Directors** as detailed above. The business is shown on the attached agenda.

Yours faithfully

A handwritten signature in black ink, appearing to read 'John Anderson'.

**John Anderson**  
General Manager

**Distribution:-**

Tony Waclawski, WDLT Independent Director (Chair)  
David McBride, WDLT Partner Director (Vice Chair)  
Kath Ryall, WDLT Partner Director  
Jim Finn, WDLT Partner Director  
Jim Gunn, WDLT Independent Director  
David Smith, WDLT Independent Director  
Charles Gibson, WDLT Independent Director  
Declan Bannon, WDLT Independent Director  
Joanne Harkin, WDLT Employee Representative Director

WDLT General Manger  
WDLT Company Secretary  
WDC Accounts Manager

WDLT Senior Management Team for information

**Date of Issue: 20 November 2015**

**BOARD OF DIRECTORS MEETING NUMBER: 18  
THURSDAY, 26 NOVEMBER 2015**

**AGENDA**

- 1. Welcome, Introductions & Apologies (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 27 August 2015 & 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 – pages 5 to 7
- 4. Financial Report (For Noting)**  
Report to advise the Board on the financial performance of the revenue budget  
  
Report No 099 – pages 9 to 12
- 5. Performance Report 2<sup>nd</sup> Quarter 2015/16 (For Noting)**  
Report to advise the Board of the key performance areas for the trust for the period 1 July to 30 September 2015 (2<sup>nd</sup> Quarter)  
  
Report No 100 – pages 13 to 37
- 6. Proposed Management Fee 2016/17 (For Noting)**  
Report to advise the Board of the proposed Management Fee for 2016/17  
  
Report No 101 – pages 39 to 40
- 7. Service Charges 2016/17 (For Approval)**  
Report to seek Board approval for the Service Charges for 2016/17  
  
Report No 102 – pages 41 to 48
- 8. Draft Delivery Plan 2016/17 (For Approval)**  
Report to seek Board approval for the 2016/17 Delivery Plan to complement the current Business Plan 2014-17.  
  
Report No 103 – pages 49 to 76
- 9. JCF Committee (For Approval)**  
Discussion to agree the actions to either continue with or improve the attendance at JCF Committee meetings  
  
Briefing Note No 011 – page 77

10. **Process for the Approval of Early/Flexible Retirement & Voluntary Severance (For Approval)**

Report to seek approval from the Board for the process for approval of Early/Flexi Retirement & Redundancy Packages

Report No 104 – pages 79 to 80

11. **Board Appraisal/Development (For Approval)**

Report to update the Board on the Board Appraisal/Development Session and approval for next steps.

Report No 105 – pages 81 to 94

12. **Schedule of Board & Committee Meeting 2016/17 (For Approval)**

Report to seek approval from the Board for the implementation of the schedule of Board and Committee Meetings for the financial year 2016/17 and agreement of representation at Committee Meetings

Report No 106 – pages 95 to 97

13. **Health & Safety Six Monthly Review (For Noting)**

Report to advise the Board of the Health & Safety performance for the period 1 April to 30 September 2015.

Report No 107 – pages 99 to 104

14. **Governance Arrangements (For Noting)**

Report to update the Board on the progression of legal requirements with regards to governance arrangements.

Report No 108 – pages 105 to 106

15. **Committees Update (For Noting)**

Report to update the Board on Board Committees during the period 1 July to 30 September 2015

Report No 109 – pages 107 to 115

16. **Proposed Future Agenda Items (For Noting)**

Directors are invited to propose items for future agendas to be forwarded to the General Manager for consideration by the Chairman by Wednesday 13 January 2016

17. **Any other Competent Business**

18. **Next Meetings (For Noting)**

- Appeals Committee: Wednesday 16 December 2015, 1.30pm
- Health & Safety Committee: Friday 29 January 2016, 1.30pm
- Audit & Risk Committee: Thursday 11 February 2016, 1.30pm
- Appeals Committee: Wednesday 17 February 2016, 1.30pm
- **Board Meeting: Thursday 26 February 2016, 6.30pm**