



# Agenda

## Meeting of West Dunbartonshire Leisure Trust Board of Directors

**Date:** Thursday, 26 May 2016

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**Time:** 6.30pm

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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', with a checkmark to the left.

**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

WDLT General Manger  
WDLT Company Secretary  
WDC Accounts Manager

WDLT Senior Management Team for information

**Date of Issue: 13 May 2016**

**BOARD OF DIRECTORS MEETING NUMBER: 20  
THURSDAY, 26 MAY 2016**

**AGENDA**

**1. Welcome, Introductions & Apologies**

**2. Declaration of Interest**

To receive declarations of interest by Directors relating to items contained within the agenda

**3. Minutes of Meeting of 25 February 2016 & Any Matters Arising**

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 9

**Reports For Monitoring**

**4.1 Performance Report 4<sup>th</sup> Quarter 2015/16**

Report to advise the Board of the key performance areas for the trust for the period 1 January to 31 March 2016 (4<sup>th</sup> Quarter)

Report No 122 – pages 11 - 43

**4.2 Annual Health & Safety Review 2015/16**

Report to advise the Board of the Health and Safety performance during 2015/16.

Report No 123 – pages 45 - 50

**Reports for Approval**

**5.1 Energy / Green Policy**

Report to seek Board approval for the Energy / Green Policy.

Report No 124 – pages 51 - 57

**5.2 Revised Bad Debt Policy**

Report to seek Board approval for the revised Bad Debt Policy.

Report No 125 – pages 59 - 70

**5.3 Staffing (Business Development) Restructure**

Report to seek Board approval for the staffing restructure of Training and Assistant Training Officers.

Report No 126 – pages 71 - 80

#### **5.4 AGM & Board Strategy Planning Session**

Verbal Report to seek Board approval for the change of date of the AGM; and the date of the Board Strategic Planning Workshop.

#### **Reports for Noting**

#### **6.1 Committees Update**

Report to update the Board on Sub Committees during the period 1 January to 31 March 2016

Report No 127 – pages 81 - 88

#### **6.2 Resignation of Joanne Harkin, Employee Representative Director**

Verbal Report to advise the Board of Joanne Harkin's resignation and the current position with regards to her replacement.

#### **6.3 Clydebank Leisure Centre**

Verbal update to advise the Board of the new webpages promoting the new Clydebank Leisure Centre.

#### **7. Proposed Future Agenda Items**

Directors are invited to propose items for future agendas to be forwarded to the General Manager for consideration by the Chairman by Wednesday 29 June 2016

#### **8. Any other Competent Business**

#### **9. Next Meetings**

- Appeals Committee: Wednesday 15 June 2016, 1.30pm
- Health & Safety Committee: Friday 12 August 2016, 1.30pm
- Appeals Committee: Wednesday 17 August 2016, 1.30pm
- Audit & Risk Committee: Thursday 18 August 2016, 1.30pm
- **Board Meeting: Thursday 25 August 2016, 6.30pm**

#### **10. Board Development Session - Sports Development Presentation**

Sports Development Presentation as part of the annual development sessions for Board Directors.

Presentation Pages 89 to 117