

# West Dunbartonshire Leisure Trust

## Note of Board Meeting 24 November 2016

Present:	Charlie Gibson (CG) David McBride (DMcB) Jim Finn Tony Waclawski (TW) David Marshall James Docherty	Independent Director (Vice Chair) Partner Director Partner Director Independent Director Independent Director Employee Representative Director
Apologies:	Kath Ryall (KR) David Smith (DS) Samantha Baird	Partner Director (Chair) Independent Director Independent Director
In Attendance:	John Anderson (JA) Fiona McGuigan (FMcG) Andy Moffat (AM) Gillian McNeilly (GMcN) Bobby Kerr	General Manager (WDLT) Company Secretary (WDLT) Community Facilities Officer (WDLT) Manager of Accounting (WDC) Development Officer (WDLT) (Minutes)

### 1. Welcome and Introductions and apologies

In the absence of Kath Ryall, Vice Chair Charlie Gibson chaired the meeting. He welcomed everyone to the 22<sup>nd</sup> Board Meeting and welcomed David Marshall, newly appointed Independent Director and James Docherty, Employee Representative Director. He also informed the Board that Samantha Baird had also been appointed as an Independent Director and we now had a full complement of Board Directors.

### 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 25 August 2016 and Matters Arising

Minutes were agreed as an accurate record. There were no matters arising.

### Reports for Monitoring

#### 4.1 Financial Report

Report 141 was submitted by the General Manager and the Finance Manager to advise the Trust Board on the financial performance of the departmental revenue budgets 2016 / 2017 for the period 1 July to 30 September 2016, 2<sup>nd</sup> quarter.

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

- (1) to note the current position for revenue spend in 2016/17.

#### **4.2 Performance Report 2<sup>nd</sup> Quarter 2016 / 2017**

Report 142 was submitted by the General Manager to advise the Board of the key performance areas for the Trust for the period 1 July to 30 September 2016, 2<sup>nd</sup> 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 attached appendices.

#### **4.3 Governance Arrangements**

Report 143 was submitted by the Company Secretary to advise the Board in relation to the governance arrangements annual review following completion of the 2015/16 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 content of the report.

#### **4.4 Health and Safety Six Monthly Review**

Report 144 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 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 the attached appendices.

### **Reports for Approval**

#### **5.1 Draft Business Strategy 2017 / 2020 & Delivery Plan 2017 / 2018**

Report 145 was submitted by the General Manager to seek approval from the Board for the three year Business Strategy 2017-2020 and the Delivery Plan 2017/18 to assist achieve the Strategic Outcomes and Performance Targets identified within the Business Strategy

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 attached appendices;
- (2) to approve the three year Business Strategy 2017-2020; and
- (3) to approve the Delivery Plan for 2017/18.

## **5.2 Services Charges 2017 / 2018**

Report 146 was submitted by the General Manager to seek approval from the Board for the implementation of the Service Charges from 1<sup>st</sup> April 2017 for the financial year 2017/18.

Having heard the General Manager and 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;
- (2) to approve the Service Charges for 2017/18; and
- (3) to approve the introduction of the 2017/18 fees and charges for the new Clydebank Leisure Centre on the day of it's opening (March 2017).

## **5.3 Re-Investment of Surplus Funds Framework**

Report 147 was submitted by the Company Secretary to seek approval from the Board for implementing a finalised Surplus Funds Framework.

Having heard the Company Secretary and 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 attached appendices;
- (2) to approve the attached draft Surplus Funds Framework; and
- (3) to delegate authority to the General Manager to implement.

## **5.4 Re-Investment of Surplus Funds**

Report 148 was submitted by the General Manager to seek approval from the board for expenditure for an investment project detailed in appendix 1.

The General Manager noted that item 4.4 of the report should read that the Designated Equipment Fund held as of 15 September 2016 is £326,567.23; and that item 4.5 should read that £23,432.77 was approved by the Board at the AGM (15/9/16).

Having heard the General Manager and 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 expenditure of £17,776.80 for the project detailed in appendix 1;

## **5.5 Review of Board Committees**

Report 149 was submitted by the General Manager to seek approval for changes to the Trust's current Terms of Reference for Board Committees

Having heard the General Manager and 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 changes to the Audit & Risk Committee's Terms of Reference as highlighted in points 4.3 and 4.4; and
- (3) that the Board will monitor employment information (absence, disciplinary & grievances etc. on a quarterly basis; and
- (4) to increase the membership of the Audit & Risk Committee to four Directors and change the Committee's Terms of Reference accordingly.

## **5.6 Director Representation on Committees**

Report 150 was submitted by the General Manager to seek agreement from the Board for Director Representation at Committee meetings.

Having heard the General Manager and 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 appendix 1; and
- (2) to approve the appointment of David Marshall and Charlie Gibson to the Audit & Risk Committee and the appointment of James Docherty to the JCF and Health and Safety Committees.
- (3) to refer the vacancy on the Appeals Committee to the next Board meeting

### **Reports for Noting**

#### **6.1 Draft Management Fee 2017 / 2018**

Report 151 was submitted by the General Manager to advise the Board of the proposed Management Fee for 2017/18 from West Dunbartonshire Council.

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 content of the report.

## 6.2 Committee Update

Report 152 was submitted by the General Manager to provide the Board with an update and copies of all Committee minutes for the period 1 July to 30 September 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 the additional information contained in appendices 1 and 2.

## 6.3 Clydebank Leisure Centre

The General Manager gave a verbal update on the progress of the new Clydebank Leisure Centre.

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

- (1) to reschedule the February 2017 Board Meeting and host this meeting at the new Clydebank Leisure Centre; and
- (2) to delegate authority to the General Manager to identify an appropriate date in March 2017 for the Board Meeting to take place.

## 7. Proposed Future Agenda Items

There followed a brief discussion regarding proposed future agenda items. C.G. proposed that Directors submit agenda items to J.A. by **Wednesday 11 January 2017** for consideration.

## 8. Any Other Business

- (1) It was agreed that future Board meetings would commence at 6.00pm

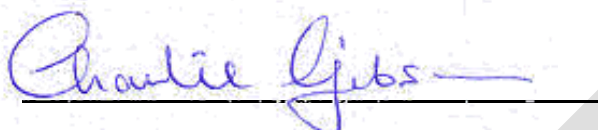
## 9. Next Meetings

- Appeals Committee: Wednesday 14 December 2016, 1.30pm
- Health & Safety Committee: Friday 27 January 2017, 1.30pm
- Audit & Risk Committee: Thursday 9 February 2017, 1.30pm
- Nominations & Individual Performance Committee: 9 February 2017, 3.00pm
- **Board Meeting: Date in March 2017 to be confirmed by the General Manager**

**10. Presentation: Events Management**

The Community Facilities Officer, Andy Moffat, gave as presentation as part of the annual development sessions for Board Directors.

Signed:



Charlie Gibson

Charlie Gibson (Vice Chair)

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