

West Dunbartonshire Leisure

Note of Board Meeting 26 February 2015

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

1. Welcome and Introductions

The Chair welcomed everyone to the meeting with a special welcome to Councillor Jim Finn who replaces Councillor William Hendrie who stepped down as a Partner Director. The Chair along with Board members paid tribute to Councillor Hendrie for his contributions to the Board and the Leisure Trust.

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 27 November 2014 and Matters Arising

The minutes were submitted and approved as a correct record.

Matters arising

- a) K.R. noted that T.W.'s designation incorrectly stated he was a Partner Director instead of an Independent Director.
- b) Item 18 (b) Training for Board Members – K.R. asked for an update on training for Board members. J.A. said he was waiting for more information on specific courses including topics, dates and locations before circulating Board members.

4. Financial Report

Report 078 was submitted by the General Manager and Finance Manager to advise the Board on the financial performance of the revenue and capital budgets to 31 December 2014 – financial period 9.

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 in 2014/15.

5. Performance Report

Report 079 was submitted by the General Manager to advise the board of the key performance areas for the Leisure Trust for the period 1st October to 31st December 2014 (3rd 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 the appendix.

6. 2015 – 2016 Financial Budget

Report 080 was submitted by the Company Secretary to advise the Board of the Financial Budget for 2015/16.

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. WDC Budget Meeting / Savings Options

Report 081 was submitted by the General Manager to advise the Board of the outcome of the WDC Budget Meeting with regards to their proposed saving options that could affect WDLT.

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;
- (2) to authorise the General Manager to identify with Council Officers the timescales for the proposed transfer of Outdoor Recreation and the additional management fee associated with the transfer, for consideration and if appropriate, approval by the Board at a future Board Meeting; and

- (3) to note that the General Manager as previously authorised will continue to progress arrangements for the transfer of Outdoor Recreation to WDLT as outlined in paragraph 5.2 of the Board Report Proposed Transfer of WDC's Outdoor Recreation (28/11/13).

8. Health and Safety Policy

Report 083 was submitted by the Health and Safety Co-ordinator to seek approval for a change to West Dunbartonshire Leisure Trust's (WDLT) Health & Safety 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 content of the report and the attached appendix; and
- (2) to approve the updated Health & Safety Policy as outlined in point 4.4.

9. Health & Safety Plan 2015/16

Report 084 was submitted by the Health and Safety Co-ordinator to seek Board approval for the implementation of the West Dunbartonshire Leisure Trust's (WDLT) Health & Safety Plan for the financial year 2015/16.

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) for future Health & Safety Reports to include benchmarking against neighbouring authorities with regards to the number of accidents; and
- (3) to approve the Health & Safety Plan for 2015/16.

10. Risk Register 2015/16

Report 085 was submitted by the General Manager to seek Board approval for the West Dunbartonshire Leisure Trust's (WDLT) Risk Register for the financial year 2015/16.

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; and
- (2) to approve the 2015 – 2016 Risk Register.

11. Update of Board Sub Committees for the period 1 October to 31 December 2014

Report 086 was submitted by the General Manager to provide the Board with an update and copies of all Sub Committee minutes for the period 1 October to 31 December 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 the report and the additional information contained in the appendices 1 – 2.

12. New Clydebank Leisure Facility

The General Manager gave a verbal report to update the Board of the progression of the new Clydebank Leisure Centre. J.A. gave a detailed verbal report on the new Clydebank leisure facility alongside a presentation giving artist impressions of the proposed centre and architects plans.

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 verbal report.

13. Any Other Business

There was no other business

14. Next Meetings

- JCF Committee: Thursday 5 March 2015, 2.00pm
- Appeals Committee: Wednesday 22 April 2015, 1.30pm
- Health & Safety Committee: Friday 24 April 2015, 1.30pm
- Audit Committee: Thursday 14 May 2015, 1.30pm
- **Board Meeting: Thursday 28 May 2015, 6.30pm**

Signed:



Tony Waclawski (Chair)