

# **West Dunbartonshire Leisure Trust**

## **Note of Board Meeting 26 November 2015**

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

### **1. Welcome and Introductions and apologies**

The Chair welcomed everyone to the meeting. There were apologies from Jim Gunn, Kath Ryall, Jim Finn and Declan Bannon. No apologies had been received from Joanne Harkin.

### **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 August 2015 and Matters Arising**

The minutes were submitted and approved as a correct record.

#### **Matters arising**

Item 5 (2) – Performance Report – J.A. noted that a letter of congratulations had been sent to St Patrick's Primary School.

Item 5 (3) – Performance report – Additional information regarding CC1 Wetside activities was included as an appendix to agenda item 4 of tonight's meeting

Item 8 – Proposed future agenda items – TW outlined the three areas suggested for inclusion as future agenda items

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- (1) Relevance of JCF Committee - item 9 at tonight's meeting;
- (2) Energy Management Policy – T.W. said that he would meet with J.G., K.R. and J.A. to discuss and thereafter a paper will be submitted to the February Board meeting for discussion; and

- (3) Increasing the Strategic Focus of the Board – J.A. to provide future report detailing implementation plan for 2016 – 2017 as highlighted in item 11 of tonight's meeting.

#### **4. Financial Report**

Report 099 was submitted by the General Manager and Finance Manager to advise the Board on the financial performance of the departmental revenue budget 2015/2016 for the period to 30 September 2015.

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 revenue spend in 2015/16.

#### **5. Performance Report**

Report 100 was submitted by the General Manager to advise the Board of the key performance areas for the Trust for the period 1<sup>st</sup> July to 30<sup>th</sup> September 2015 (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 the additional information contained in the appendices.

#### **6. Proposed Management Fee 2016 - 2017**

Report 101 was submitted by the General Manager to advise the Board of the proposed Management Fee for 2016/17 from West Dunbartonshire Council.

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.

#### **7. Service Charges**

Report 102 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 2016 for the financial year 2016/17.

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

- (1) to approve the Service Charges for 2016/17; and
- (2) to authorise the General Manager to identify services charges for the proposed new activities on the first floor (children's activity zone) and pre-sale memberships for the new Clydebank Leisure Centre and bring a report for approval at the appropriate time.

## **8. Draft Delivery Plan**

Report 103 was submitted by the General Manager to seek approval from the Board for the Delivery Plan 2016/17 to assist achieve the Strategic Outcomes and Performance Targets identified within the Business Plan 2014-17.

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 Delivery Plan for 2016/17.

## **9. JCF Committee**

Briefing note 011 was submitted by the General Manager to agree the actions to either continue with or improve the attendance at JCF Committee meetings

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

- (1) to note the content of the briefing note;
- (2) to delegate authority to the General Manager to meet informally with Trade Union Convenors to discuss and agree how best to interact with the Trade Unions moving forward;
- (3) once any new format is agreed for the General Manager to update the terms of reference of the Committee to reflect the agreed changes.

## **10. Process for the Approval of Early/Flexible Retirement & Voluntary Severance**

Report 104 was submitted by the General Manager to seek approval from the Board for the process for approval of Early/Flexi Retirement & Redundancy Packages

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) approve a two tier arrangement for requests for early / flexible retirement or voluntary severance whereby any request that does not incur additional year-on-year costs (Tier 1) should be processed as per the recommendations of the report;
- (3) that any requests for early / flexible retirement or voluntary severance that does incur additional year-on-year costs (Tier 2) should be presented by the General Manager with his/her recommendation for approval by the Board; and

- (4) that any requests for early / flexible retirement or voluntary severance by the General Manager or Company Secretary should only be approved by the Board.

#### **11. Board Appraisal / Development**

Report 105 was submitted by the General Manager to update the Board on the Board Appraisal / Development Session and approval for next steps.

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) for the General Manager to provide a future report with recommendations for meeting the main Development Needs highlighted by Directors.

#### **12. Schedule of Board and Committee Meetings 2016/17**

Report 106 was submitted by the General Manager to seek approval from the Board for the implementation of the schedule of Board and Committee Meetings for the financial year 2016/17 and agree 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;
- (2) to approve the schedule of Board and Committee Meetings for 2016/17; and
- (3) to approve Director Representation at Board and Committee Meetings.

#### **13. Health and Safety Six Monthly Review (April to September 2015)**

Report 107 was submitted by the General Manager to advise the Board of Health and Safety performance during the six month period from April to September 2015.

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 appendices.

#### **14. Governance Arrangements – Annual Review**

Report 108 was submitted by the Company Secretary to advise the Board of the outcome of the annual review of governance arrangements following completion of the external audit.

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.

**15. Annual Review Update of Board Sub Committees for the period 1 July to 30 September 2015**

Report 109 was submitted by the General Manager to provide the Board with an update and copies of all Sub Committee minutes for the period 1 July to 30 September 2015.

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 the additional information contained in the appendices.

**16. Proposed Future Agenda Items**

There followed a brief discussion regarding proposed future agenda items. T.W. proposed that Directors submit agenda items by Wednesday 13 January 2016 for consideration.

**17. Any Other Business**

- (1) J.A. distributed copies of the 2014 / 2015 annual WDLT report
- (2) F.McG circulated copies of the Register of Interest form and Declaration for 'Fit and Proper' persons and 'Consent to Act' forms for Directors to complete and return

**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**

Signed:



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Tony Waclawski (Chair)