

West Dunbartonshire Leisure Trust

Note of Board Meeting 25 February 2016

Present:	Tony Waclawski (TW) Charlie Gibson (CG) David Smith (DS) Kath Ryall (KR)	Independent Director (Chair) Independent Director Independent Director Partner Director
Apologies:	David McBride Jim Finn Jim Gunn Declan Bannon Joanne Harkin,	Partner Director (Vice Chair) Partner Director Independent Director Independent Director Employee Representative 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 19th Board Meeting. There were apologies from David McBride, Jim Gunn, Declan Bannon, Joanne Harkin and Jim Finn.

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 25 November 2015 and Matters Arising

The minutes were submitted and approved as a correct record.

Matters arising

Item 9 – JCF Committee – J.A. said that he had spoken to all three Trade Union Convenors and it was agreed that the terms of reference and constitution of the JCF Committee would be amended to say that they would meet as and when required and if required a meeting would be convened within 28 days. It was also agreed that after every Board meeting, a copy of the minutes would be sent to the three convenors.

4. Financial Report

Report 110 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 31 December 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 for revenue spend in 2015 - 2016

5. Performance Report

Report 111 was submitted by the General Manager to advise the Board of the key performance areas for the Trust for the period 1 October to 31 December 2015 (3rd Quarter).

J.A. highlighted three amendments to the performance report.

J.A. announced that WDLT had won its first award for a new programme to enable blind and partially sighted residents to get more active within the gyms. J.A. further added that a presentation would be held at the Play Drome on Wednesday 2 March at 1.30pm to which all Directors were invited.

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 1,2 and 3

6. Financial Budget 2016 - 2017

Report 112 was submitted by the Company Secretary to advise the Board of the proposed Financial Budget for 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 note the content of the report

7. Update of Board Sub Committees for the period 1 October to 31 December 2016

Report 113 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 2015.

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 to 3

8. Transfer of W.D.C. Outdoor Recreation

The General Manager gave a verbal report to update the Board of the proposed transfer of W.D.C. Outdoor Recreation.

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

- (1) to note the content of the verbal report; and
- (2) if appropriate to arrange a special Board meeting for Thursday 10 March 2.00pm to discuss the matter further

9. Risk Register

Report 115 was submitted by the General Manager to seek Board approval for the West Dunbartonshire Leisure Trust's (WDLT) Risk Register for the financial year 2016/17.

Having heard the General Manager and Chair 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 – 2016/17 Risk Register; and
- (2) to approve the 2016/17 Risk Register;

10. Health and Safety Plan 2016 - 2017

Report 116 was submitted by the General Manager to seek Board approval for the implementation of the West Dunbartonshire Leisure Trust's (WDLT) Health & Safety Plan for the financial year 2016/17.

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 attached appendices; and
- (2) to approve the Health & Safety Plan for 2016/17.

11. Board Development Sessions 2016 - 2017

Report 117 was submitted by the General Manager to seek Board approval for the delivery of Board Development Sessions during 2016/17.

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; and
- (2) to approve the Board Development Sessions for 2016/17

12. Policy on the Secure Handling, Use, Storage, Retention and Destruction of Disclosure Information

Report 119 was submitted by the Active Schools Manager to seek approval from the Board for the implementation of the Trust's new policy on the Secure Handling, Use, Storage, Retention and Destruction of Disclosure Information Policy.

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 WDLT Secure Handling, Use, Storage, Retention and Destruction of Disclosure Information Policy.

13. Discussion as How to Review the Effectiveness of the Board and its Functions

Report 120 was submitted by the General Manager to assist discussion between Directors and Management with regards to agreeing the appropriate process for reviewing the effectiveness of the Board and its functions.

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;
- (2) for the following committees to review the terms of reference for their committee and make any recommendations to the Board to consider:
 - Audit & Risk;
 - Health & Safety; and
 - Nominations & Individual Performance
- (3) for the Audit & Risk Committee to review the Articles of Association, (the constitution for the Board) and make any recommendations to the Board to consider;
- (4) to carry out Board development sessions as highlighted in Report 117;
- (5) to carry out a Strategic Planning day with Directors as highlighted in Report 117; and
- (6) to delegate authority to the General Manger to devise an implementation plan for the above process and to report back to the November 2016 Board Meeting the proposed recommendations from this process, for the Board to consider.

14. Discussion with regards to Agreeing the Content and Format of an Energy / Green Policy for West Dunbartonshire Leisure Trust

Report 121 was submitted by the General Manager to assist discussion between Directors and Management with regards to agreeing the content and format of an Energy / Green Policy for West Dunbartonshire Leisure Trust (WDLT).

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 appendices;
- (2) the content for an Energy / Green Policy for West Dunbartonshire Leisure Trust as the following:
 - Energy Management
 - Procurement,
 - Green Travel
 - Recycling
- (3) the format for an Energy / Green Policy for West Dunbartonshire Leisure Trust as highlighted in Appendix 2; and
- (4) to delegate authority to the General Manger to devise an appropriate Policy and to report back to the Board at a future Board Meeting for the Board to consider.

15. Proposed Future Agenda Items

There followed a brief discussion regarding proposed future agenda items. T.W. proposed that Directors submit agenda items to J.A. by **Wednesday 30 March 2016** for consideration.

16. Any Other Business

- (1) Minute of special Board meeting 3 February 2016. D.S. questioned why there was a strain on funds for someone who was taking flexible retirement. J.A. explained the word strain was probably misleading. Following an explanation D.S. was happy to accept the reasons;
- (2) J.A. gave the Board an update on the recent Management restructure;
- (3) J.A. distributed copies of the 2014 / 2015 Active Schools annual report;
- (4) J.A. distributed copies of the 2016 – 2017 West Dunbartonshire Council administration's Strategic Budget and Capital Plan; and
- (5) J.A. distributed copies of Sporta's Role of Scotland's Trusts in Health Improvement and What Scotland's Trust Do.

17. Next meetings (for noting)

- Appeals Committee: Wednesday 20 April 2016, 1.30pm
- Health & Safety Committee: Friday 29 April 2016, 1.30pm
- Audit & Risk Committee: Thursday 12 May 2016, 1.30pm
- Appeals Committee: Wednesday 15 June 2016, 1.30pm
- **Board Meeting: Thursday 26 May 2016, 6.30pm**

Signed:



Tony Waclawski (Chair)