

West Dunbartonshire Leisure Trust

Note of Board Meeting 26 May 2016

Present:	Tony Waclawski (TW) Jim Gunn (JG) Declan Bannon (DB) David Smith (DS) Kath Ryall (KR)	Independent Director (Chair) Independent Director Independent Director Independent Director Partner Director
Apologies:	David McBride (D.McB) Charlie Gibson (CG) Gillian McNeilly	Partner Director (Vice Chair) Independent Director Manager of Accounting (WDC)
In Attendance:	John Anderson (JA) Fiona McGuigan (FMcG) Alan Crawford (AC) Tammi Peters (TP)	General Manager (WDLT) Company Secretary (WDLT) Sports Development Manager Clerical Assistant (WDLT) Minutes

1. Welcome and Introductions and apologies

The Chair welcomed everyone to the 20th Board Meeting. There were apologies from David McBride, Charlie Gibson and Gillian McNeilly

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 February 2016 and Matters Arising

T.W. clarified Item 3 from 25th February 2016 meeting. Minutes were agreed as an accurate record.

Matters arising

Outdoor Recreation - KR asked for an update on the transfer of Outdoor Recreation. J.A. updated the Board on the progress of the transfer.

Update on Dalmonach CE Centre. JA stated that the Council had approved a £1.15m replacement centre. The Council will carry out a consultation exercise. It was suggested that it could be a 18 month project.

Reports for Monitoring

4.1 Performance Report

Report 122 was submitted by the General Manager to advise the Board of the key performance areas for the Trust for the period 1 January 2016 to 31 March 2016.

There followed a brief discussion on the Modern Apprentice scheme. It was agreed that J.A. submit a report to the next Board meeting on WDLT's involvement with the scheme.

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;
- (2) that the General Manager would present a more detailed report at the next Board Meeting outlining the Trust's involvement in assisting the Council achieve its Single Outcome Agreement; and
- (3) that the General Manager circulates the Trust's Training Directory to all Directors

4.2 Annual Health and Safety Review 2015 - 2016

Report 123 was submitted by the General Manager to advise the Health and Safety performance during 2015 - 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 appendices A, B, C, and D

Reports for Approval

5.1 Energy / Green Policy

Report 124 was submitted by the General Manager to seek approval for the Energy / Green Policy.

Following a brief discussion it was agreed that a 6 month plan be submitted to the Board in February 2017 and annual plan thereafter.

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 appendix 1;
- (2) to approve the Energy / Green Policy; and

- (3) that the General Manager would present a Six Month Action Plan at the next Board meeting for consideration.

5.2 Revised Bad Debt Policy

Report 125 was submitted by the General Manager to seek Board approval for the revised Bad Debt policy.

J.A. highlighted amendments required to the policy.

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 additional information contained in appendices 1 & 2; and
- (2) to approve the revised Bad Debt policy

5.3. Staffing (Business Development) Restructure

Report 126 was submitted by the General Manager to seek Board approval for the staffing restructure of the Training and Assistant Training Officers.

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;
- (2) to approve the change to the WDLT Development Team structure; and
- (3) to approve the required budgetary adjustments

5.4 Board Development Sessions 2016 - 2017

The General Manager gave a verbal report to seek approval from the Board for the change of date of the AGM; and the date of the Board Strategic Planning Workshop

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) that the General Manager send an email to Directors and ask a preference for 17 September or 1 October to hold the workshop; and
- (3) that the General Manager based on the feedback received from the Directors arranges for the AGM and Workshop to be undertaken

Reports for Noting

6.1 Committee Update

Report 127 was submitted by the General Manager to update the Board on Sub Committees during the period 1 January to 31 March 2016.

Having heard the Chair and 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 this report and the additional information contained in the appendices 1 & 2.

6.2 Resignation of Joanne Harkin, Employee Representative Director

The General Manager gave a verbal report to advise the Board of the resignation of Joanne Harkin and the current position with regards to her replacement

Following a brief discussion T.W suggested that J.A. send a letter of thanks on behalf of the Board for her contribution whilst acting as Employee Representative Director.

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) that the General Manager liaises with the Head of People and Transformation to reach a successful conclusion to the appointment from within the Trade Unions of an Employee Representative Director; and
- (3) that the General Manager arranges for a letter of thanks to be sent to Joanne

6.3 Clydebank Leisure Centre

The General Manager gave a verbal report to advise the Board of the new webpages promoting the new Clydebank Leisure Centre.

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 verbal report

7. 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 29 June 2016** for consideration.

8. Any Other Business

None

9. Next Meetings

- 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. Presentation: Sports Development

As part of the Directors Development Sessions a presentation on the range of services that the Sports Development Team deliver was presented by Alan Crawford, Sports Development Manager.

Signed:



Tony Waclawski (Chair)