

West Dunbartonshire Leisure Trust

Note of Board Meeting 25 August 2016

Present:	Tony Waclawski (TW) David McBride (D.McB) Charlie Gibson (CG) David Smith (DS) Kath Ryall (KR) Jim Finn	Independent Director (Chair) Partner Director (Vice Chair) Independent Director Independent Director Partner Director Partner Director
Apologies:	No apologies	
In Attendance:	John Anderson (JA) Fiona McGuigan (FMcG) Andrew McKay (A.McK) Gillian McNeilly (G.McN) Bobby Kerr	General Manager (WDLT) Company Secretary (WDLT) Active Schools Manager (WDLT) Manager of Accounting (WDC) Development Officer (WDLT) (Minutes)

1. Welcome and Introductions and apologies

The Chair welcomed everyone to the 21st Board Meeting. T.W. noted the resignation of Independent Directors Jim Gunn and Declan Bannon and thanked them for their contribution to the organisation. He asked J.A. to send letters of thanks to both.

T.W. went on to say that the proposed strategic planning workshop planned for Saturday 17 September would be postponed until there was a full complement of Directors and that the Annual General Meeting would now take place on Thursday 15 September at 6.30pm.

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 26 May 2016 and Matters Arising

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 and expects a report to be submitted to either the November or February Board meeting.

Employee Board Representative - KR asked for an update on the nomination of an Employee Representative on the Board. J.A. said that a report will be submitted to the AGM (15 September 2016) with regards to this issue.

Reports for Monitoring

4.1 Financial Report

Report 128 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 April 2016 to 30 June 2016 (1st 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 1st Quarter 2016 / 2017

Report 129 was submitted by the General Manager to advise the Board of the key performance areas for the Trust for the period 1 April to 30 June 2016 (1st 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 appendix 1

4.3 Performance Measurement 2015 / 2016

Report 130 was submitted by the General Manager to provide the Board with an update on the outcome of the Performance Measurement for 2015/16 and highlight the targets 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

Reports for Approval

5.1 Pricing Policy

Report 131 was submitted by the General Manager to seek approval from the Board for the implementation of the Trust's Pricing 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 approve the pricing policy subject to the following changes:
 - Change "Increasing Charges" to "Review of Charges"; and
 - The 2nd paragraph under "Increasing Charges" to reflect the Trust will consider not only increasing charges, but freezing and reducing charges to assist increase revenue.

5.2 Energy / Green policy – 6 Month Action Plan 2016 / 2017

Report 132 was submitted by the General Manager to seek Board approval for the implementation of West Dunbartonshire Leisure Trust's (WDLT) Six Month Action Plan to ensure that the aims and objectives of the Energy/ Green Policy are achieved.

There followed a brief discussion regarding procurement where it was noted that W.D.L.T. should consider other factors as well as energy efficiency when procuring products such as white goods, fitness equipment etc.

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 Appendix 1; and
- (2) to approve the Six Month Action Plan 2016/17

Reports for Noting

6.1 Level of Support in Delivering W.D.C's Single Outcome Agreement (S.A.O.)

Report 133 was submitted by the General Manager to advise the Board of the level of support West Dunbartonshire Leisure Trust provides in the delivery of the Single Outcome Agreement 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) note the content of the report and the additional information contained in the Appendices 1 - 5.

6.2 Committee Update

Report 134 was submitted by the General Manager to provide the Board with an update and copies of all Committee minutes for the period 1 April to 30 June 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 the report and the additional information contained in the Appendices 1, 2 and 3.

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 5 October 2016** for consideration.

8. Any Other Business

(1) Board Development Sessions – Presentations

J.A. asked the Board for suggested subjects for Manager's presentations for the next two Board meetings. He added that he would appreciate an early response to give Managers time to produce the presentations.

9. Next Meetings

- **Annual General Meeting: Thursday 15 September 2016 6.30pm**
- Appeals Committee: Wednesday 19 October 2016, 1.30pm
- Health & Safety Committee: Friday 28 October 2016, 1.30pm
- Audit & Risk Committee: Thursday 10 November 2016, 1.30pm
- Nominations & Individual Performance Committee: Thursday 10 Nov 2016, 3.00pm
- **Board Meeting: Thursday 24 November 2016, 6.30pm**

10. Presentation: Active Schools

The Active Schools Manager, Andrew McKay gave a presentation as part of the annual development sessions for Board Directors.

Signed:



Tony Waclawski (Chair)