

West Dunbartonshire Leisure Trust

Note of Board Meeting 9 March 2017

Present:	Kath Ryall (KR) Charlie Gibson (CG) David McBride (DMcB) Jim Finn (JF) Tony Waclawski (TW) David Marshall (DM) David Smith (DS) Samantha Baird (SB) James Docherty (JD)	Partner Director (Chair) Independent Director (Vice Chair) Partner Director Partner Director Independent Director Independent Director Independent Director Independent Director Employee Representative Director
Apologies:	Gillian McNeilly (GMcN)	Manager of Accounting (WDC)
In Attendance:	John Anderson (JA) Fiona McGuigan (FMcG) Alan Crawford (AC) Bobby Kerr	General Manager (WDLT) Company Secretary (WDLT) Sport Development Manager (WDLT) Development Officer (WDLT) (Minutes)

1. Welcome and Introductions and apologies

Kath Ryall, Chair, welcomed everyone to the 23rd Board Meeting and gave a special welcome to Samantha Baird who was attending for the first time. K.R. also thanked her Vice Chair Charlie Gibson for chairing the last meeting due to her absence.

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 24 November 2016 and Matters Arising

Minutes were agreed as an accurate record.

Matters Arising

Item 5.6 Director Representation on Committees. K.R. asked for nominations for the final place on the Appeals Committee. Samantha Baird was elected, proposed by C.G and seconded by T.W.

Reports for Monitoring

4.1 Financial Report

Report 153 was submitted by the General Manager and the Finance Manager to advise the Trust Board on the financial performance of the departmental revenue budget 2016/2017 for the period to 31 December 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 current position for revenue spend in 2016/17.

4.2 Workforce Monitoring (3rd Quarter – 1 October to 31 December 2016)

Report 154 was submitted by the General Manager to provide the Board with key employment information for the period 1 October to 31 December 2016, 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.

4.3 Performance Report 3rd Quarter 2016 / 2017

Report 155 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 2016 (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;
- (2) to devise and provide a quarterly calendar of WDLT Events & Festivals for Board Members;
- (3) where possible for all good news stories to be shared across social media to a wider audience; and
- (4) for the General Manager to discuss with the Council's Monitoring Officer with regards to regular service updates to elected members.

4.4 Employee Survey

Report 156 was submitted by the General Manager to provide the Board with an update on the results of the staff survey which was completed in October 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 the attached appendix.

Reports for Approval

5.1 Aquatics Strategy

Report 157 was submitted by the Sport Development Manager, Alan Crawford, to seek approval for the implementation of West Dunbartonshire Leisure Trust's (WDLT) first three year Aquatics Strategy 2017 – 2020.

Having heard the General Manager and Sport Development 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 Aquatics Strategy; and
- (2) to approve the Aquatics Strategy 2017 – 2020.

5.2 Swimming Development Direct Debit Payment Scheme

Report 158 was submitted by the General Manager to seek approval on a set of recommendations relating to the introduction of Direct Debit Payments for the Learn to Swim Scheme including the purchase of Learn2; and a proposed reallocation of duties for Assistant Swimming Development Officers.

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;
- (2) to approve the direct debit payment scheme proposal for West Dunbartonshire Leisure Trust's (WDLT) Learn to Swim Scheme (commencing August 2017);
- (3) subject to approval of Agenda Item 5.2 Re-Investment of Surplus Funds approve the purchase of the Learn2 software; and
- (4) to approve the [proposed reallocation of duties for Assistant Swimming Development Officers \(Appendix 3\)](#) and delegates authority to the General Manger to implement.

5.3 Re-Investment of Surplus Funds

Report 159 was submitted by the General Manager to seek approval from the Board for expenditure for a range of projects detailed in the attached Appendices and the [approval for delegated authority for the General Manager to approve such projects up to the value of £10,000](#).

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;
- (5) to approve the expenditure on the projects detailed in Appendixes 1 to 7; and
- (3) to delegate authority to the General Manager of expenditure of up to £10,000 from the designated funds.

5.4 Risk Register 2017 / 2018

Report 160 was submitted by the General Manager to seek approval for the West Dunbartonshire Leisure Trust's (WDLT) Risk Register for the financial year 2017/18.

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 appendix;
- (2) to approve the 2017 / 2018 Risk Register subject to a further management review of the key risk "*Significant reduction in West Dunbartonshire Council funding*" with regards to its Risk Level Score and in particular its Impact; and
- (3) to report back Management's recommendation to the next Audit & Risk Committee.

5.5 Health and Safety Plan 2017 / 2018

Report 161 was submitted by the General Manager to seek approval for the implementation of the West Dunbartonshire Leisure Trust's (WDLT) Health & Safety Plan for the financial year 2017/18.

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 appendix; and
- (2) to approve the Health and Safety Plan 2017 / 2018.

Reports for Noting

6.1 Financial Budget

Report 162 was submitted by the Company Secretary to advise the Board of the Financial Budget for 2017/18 and highlight significant adjustments that have been made to create a balanced budget.

Having heard the General Manager and Company Secretary 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.

6.2 Committee Update

Report 163 was submitted by the General Manager to provide the Board with an update and copies of all Committee minutes for the period 1 October to 31 December 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 the additional information contained in the Appendices 1 and 2

7. Proposed Future Agenda Items

There followed a brief discussion regarding proposed future agenda items. K.R. proposed that Directors submit agenda items to J.A. by **Wednesday 5 April 2017** for consideration.

8. Outdoor Recreation Presentation

The General Manager gave a presentation on the facilities being considered for transfer to WDLT.

9. Transfer of Outdoor Recreation

Report 164 was submitted by the General Manager to seek Board approval for the transfer of West Dunbartonshire Council's (WDC) Outdoor Recreation to West Dunbartonshire Leisure Trust (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 the attached appendix;
- (2) for the General Manager to confirm with the Council's Monitoring Officer the exact facilities to be transferred;

- (3) to approve the transfer of the Council's Outdoor Recreation to WDLT;
- (4) to delegate authority to the General Manager as highlighted within the Board Report - Proposed Transfer of WDC's Outdoor Recreation (28/11/13) to progress arrangements for the transfer of Outdoor Recreation to WDLT as outlined below:
 - i) authority be delegated to the General Manager to enter into a business transfer agreement on behalf of the Trust, with the Council, transferring any contracts, equipment, motor vehicles, stock, and distinct intellectual property rights which relate to Outdoor Recreation Services and providing for the lease to the Trust of 16 Outdoor Recreation facilities owned by the Council;
 - ii) the General Manager be authorised to discuss with the Council a lease of each of (or, where appropriate a license to occupy) those facilities for no more than 20 years and licences to occupy, to be included within the Leases Agreement for all facilities managed by WDLT, for a collective annual payment of £1; and
- (5) to submit a report to a future Board meeting on the progress of the transfer

10. Any Other Business

- (1) **W.D.C Manager of Accounting Gillian McNeilly**
As the Manager attends the Audit and Risk Committee and AGM it was agreed that G.McN was not required to attend Board meetings, but she would be happy to when requested to do so.
- (2) **Councillor Kath Ryall (Chair)**
On behalf of all WDLT Directors and WDLT Management Team, Vice Chair Charlie Gibson thanked K.R. for her valued service on the WDLT Board over the past 5 years as she steps down as a Councillor at this May's elections.

11. Next Meetings

- Appeals Committee: Wednesday 19 April 2017, 1.30pm
- Health & Safety Committee: Friday 28 April 2017, 1.30pm
- Audit & Risk Committee: Thursday 11 May 2017, 1.30pm
- Nominations & Individual Performance Committee: 11 May 2017, 3.00pm
- **Board Meeting: Thursday 25 May 2017, 6.00pm**

Signed:



Cllr Kath Ryall (Chair)