

West Dunbartonshire Leisure Trust

Note of Board Meeting 25 May 2017

Present:	Jim Finn (JF) David McBride (DMcB) William Hendrie (WH) Tony Waclawski (TW) David Marshall (DM) David Smith (DS) Samantha Baird (SB) James Docherty (JD)	Partner Director (Chair) Partner Director Partner Director Independent Director Independent Director Independent Director Independent Director Employee Representative Director
Apologies:	Charlie Gibson (CG)	Independent Director (Vice Chair)
In Attendance:	John Anderson (JA) Fiona McGuigan (FMcG) Amanda Coulthard Bobby Kerr	General Manager (WDLT) Company Secretary (WDLT) Corporate & Community Planning Manager Development Officer (WDLT) (Minutes)

1. Welcome and Introductions and apologies

T.W. agreed to chair the meeting until a new chair was appointed due to the Vice Chair, Charlie Gibson offering his apologies.

T.W. welcomed everyone to the 24th Board Meeting and gave a special welcome to Provost William Hendrie and Councillors Jim Finn and David McBride who have been nominated as Partner Directors by West Dunbartonshire Council following the recent local elections. T.W. also welcomed Amanda Coulthard from the Council's Community Planning section.

2. Appointment of Chairperson

Report 165 was submitted by the General Manager to advise the Board of the requirement to appoint a new Chairperson following the retirement of Councillor Kath Ryall from the Council and appoint a Director to the Appeals Committee.

Following a brief discussion Jim Finn was nominated as Chair of West Dunbartonshire Leisure Trust by William Hendrie and seconded by Dave Smith and duly appointed. Jim Finn was also nominated and appointed to the Appeals Committee

Jim Finn now chaired the meeting

3. Declaration of Interest

It was noted that there were no declarations of interest in any of the items of business on the agenda.

4. Minutes of meeting of 9 March 2017 and Matters Arising

Minutes were agreed as an accurate record.

Matters Arising

- a) Item 4.3 (4) Updates to elected members, the General Manager said that he had spoken to the Monitoring Officer who had indicated that he would discuss with David McBride, however to date the General Manger had not received any update.
- b) Item 5.4 (2) Risk Register 2017 / 2018, the General Manager noted that the risk level score for the key risk "*Significant reduction in West Dunbartonshire Council funding*" had been amended as per the Board's suggestion.
- c) Item 9 (2) Transfer of Outdoor Recreation, the General Manager noted that the exact facilities being transferred have been agreed between the Council and West Dunbartonshire Leisure Trust.

5. Community Planning & Single Outcome Agreement Presentation

There followed a presentation by Amanda Coulthard, Corporate and Community Planning Manager on Community Planning and the Single Outcome Agreement (SOA)

Reports for Noting

6.1 Level of Support in Delivering the Single Outcome Agreement

Report 166 was submitted by the General Manager to advise the Board of the level of support West Dunbartonshire Leisure Trust has provided during the financial year 2016/17 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) to note the content of the report and the additional information contained in the appendices
- (2) that the General Manager to circulate details of how many students through the Students in Sport partnership have gone onto paid coaching work with WDLT.
- (3) that the General Manager discuss with Police Scotland the possibility of utilising appropriate WDLT facilities as potential third party reporting centres.

6.2 Verbal Report and Presentation on Clydebank Leisure Centre

The General Manager gave a verbal report and presentation to update the Board on the performance of the new Clydebank Leisure Centre since its opening on 31 March 2017.

The subject of public transport to the new centre was discussed and it was agreed that the General Manager contact local Clydebank bus companies to see if arrangements could be put in place for new local routes to and from the centre. S.B. suggested more group fitness classes at weekends. The General Manager said weekend usage in gyms and group fitness classes was challenging but he would discuss with the Fitness Officers.

6.3 Committee Update

Report 167 was submitted by the General Manager to provide the Board with an update and copies of all Committee minutes for the period 1 January to 31 March 2017.

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

Reports for Monitoring

7.1 Workforce Monitoring (4th Quarter – 1 January to 31 March 2017)

Report 168 was submitted by the General Manager to provide the Board with employment information for the period 1 January to 31 March 2017.

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;

7.2 Performance Report - Period 4 January to 31 March 2017 (4th Quarter)

Report 169 was submitted by the General Manager to advise the Board of the key performance areas for the Trust for the period 1 January to 31 March 2017 (4th 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 attached appendix.

7.3 Investment Projects Update

Report 170 was submitted by the General Manager to advise the Board of the progression of Investment Projects which have previously been approved.

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 progression of projects.

7.4 Health & Safety Annual Review 2016/2017

Report 171 was submitted by the General Manager to advise the Board of Health and Safety performance during the twelve month period from 1 April 2016 to 31 March 2017.

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 Appendices A, B, C and D.

8. Proposed Future Agenda Items

There followed a brief discussion regarding proposed future agenda items. J.F. proposed that Directors submit agenda items to J.A. by **Wednesday 28 June 2017** for consideration.

9. Any Other Business

(1) Step Up

T.W. gave details of a new programme called Step Up which is based in schools to attempt to drive up attainment. He said that there was an event at Clydebank Town Hall and that the Directors of W.D.L.T. have been invited and one has been asked to be a judge. Following a brief discussion the Board agreed that T.W. should act as a judge.

(2) 10K Race and Family Fun Run – Saturday 10 June 2017

The General Manager gave details of the forthcoming 10k race and family fun run being organised by W.D.L.T. The warm up will commence at 8.45am with the family fun run starting at 9.00am and the main 10k starting at 10am. Directors were invited to attend and assist in presenting prizes etc.

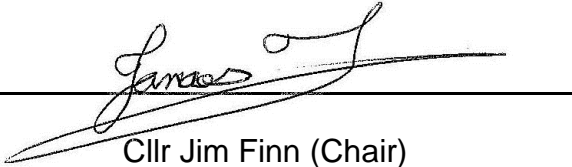
(3) Board Meetings

It was agreed that future Board meetings will alternate between the W.D.L.T. Head Office and the Clydebank Leisure Centre

10. Next Meetings

- Appeals Committee: Wednesday 14 June 2017, 1.30pm
- Health & Safety Committee: Friday 11 August 2017, 1.30pm
- Appeals Committee: Wednesday 16 August 2017, 1.30pm
- Audit & Risk Committee: Thursday 17 August 2017, 1.30pm
- **Board Meeting: Thursday 31 August 2017, 6.00pm at the Clydebank Leisure Centre**

Signed:



Cllr Jim Finn (Chair)