

West Dunbartonshire Leisure Trust

Note of Board Meeting 31 August 2017

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

1. Welcome and Introductions and apologies

In the absence of the Chair and Vice Chair, T.W. chaired the meeting and welcomed everyone. There were apologies from Dave Smith & Councillor 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 of 25 May 2017 and Matters Arising

Minutes were agreed as an accurate record.

Matters Arising

- a) Item 4a (4) Updates to elected members - the General Manager said that he will agree with the Monitoring Officer for an Elected Members Briefing Session on the Trust to be delivered.
- b) Item 6.1 (3) The General Manager is attending the Community Partnership meeting on 14 September and he will discuss with Police Scotland the 3rd Party Reporting Centres.
- c) Item 6.2 (i) Public Transport at new Clydebank Leisure Centre – the centre Manager has written to a number of local bus companies who have responded by saying that there are no immediate plans to provide a service to the centre.

- d) Item 6.2 (ii) Weekend Group Fitness Classes – J.A. gave details of current W.D.L.T. programme and comparisons from neighbouring Trusts. Of the 1047 classes overall only 11 classes were held in the afternoon of weekends. W.D.L.T. will trial new classes but it was dependant on recruiting willing instructors.
- e) Item 9.1 – Step Up Class – T.W. said he attended the class as a judge and reported that it was a very well organised day and complimented the Clydebank Town Hall as a venue.

Reports for Monitoring

4.1 Financial Report

Report 172 was submitted by the General Manager and the Finance Manager to advise the Trust Board on the financial performance of the departmental revenue budgets 2017 / 2018 for the period 1 April 2017 to 30 June 2017 (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 current position for revenue spend in 2017/18.

C.G. now chaired the meeting

4.2 Workforce Monitoring Report

Report 173 was submitted by the General Manager to provide the Board with key employment information for the period 1 April to 30 June 2017 (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
- (2) to add the cost of any absence to future reports.

4.3 Performance Report 1st Quarter 2017 / 2018

Report 174 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 2017 (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 appendices; and

- (2) for the General Manager to report back to a future Board meeting with recommendations for a framework for employing Modern Apprentices and potential funding options.

4.4 Performance Measurement 2016 / 2017

Report 175 was submitted by the General Manager to provide the Board with an update on the outcome of the Performance Measurement for 2016/17 and highlight the targets for 2017/18.

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 change PVG procedure to PVG Compliance in the Quality Club Scheme

4.5 Investment Projects & surplus Funds Framework

Report 176 was submitted by the General Manager to advise the Board of a new purchase the General Manager has approved; of the progression of Investment Projects which have previously been approved; and to seek the Board's approval for the process of authorising additional funds to investment projects that have already been approved.

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; the authorisation by the Audit & Risk Committee of additional funding of £6,892; and the progression of projects;
- (2) to approve the process for authorising additional funds to investment projects that have already been approved as outlined in points 4.8 and 4.9; and
- (3) to authorise additional funds of £4,750 to the Purchase of Learn2 Software and Tablets for Swimming Lessons as outlined in point 4.18.

Reports for Approval

5.1 Director Training

Report 177 was submitted by the General Manager to assist discussion between Directors with regards to potential delivery of further Board Development Sessions.

Following a brief discussion between the General Manager and Directors, the Board agreed:-

- (1) to note the content of the report;
- (2) for the General Manager to approach sportscotland to establish whether they can provide training for Board Directors on Strategic Planning; and

- (3) for the General Manager to present the feedback from staff gathered at the recent staff workshops and how this information was used to identify the proposed Key Actions for the 2018/19 Delivery Plan.

Reports for Noting

6.1 Committee Update

Report 178 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 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 1 and 2.

7. 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 4 October 2017** for consideration.

8. Any Other Business

(1) **Audit & Risk Committee Meetings**

There followed a brief discussion regarding when Audit & Risk Committee meetings were held due to committee members having difficulty getting time off work to attend. It was agreed that the timing of meetings is flexible to suit member's attendance and this could be changed / agreed at the forthcoming AGM in September..

9. Next Meetings

- Appeals Committee: 18 October 2017, 1.30pm
- Health & Safety Committee: Friday 27 October 2017, 1.30pm
- Appeals Committee: Wednesday 13 December 2017, 1.30pm
- Audit & Risk Committee: 16 November 2017, 1.30pm
- **Board Meeting: Thursday 30 November 2017, 6.00pm at the Clydebank Leisure Centre**

Signed:



Charlie Gibson (Vice Chair)