

# Agenda



## Meeting of West Dunbartonshire Leisure Trust Board of Directors

**Date:** Thursday, 30 November 2017

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**Time:** 6.00pm

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**Venue:** Clyde Suite  
Clydebank Leisure Centre,  
Queens Quay,  
Clydebank,  
G81 1BF

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**Contact:** Bobby Kerr,  
Tel: 01389 757806, [bobby.kerr@west-dunbarton.gov.uk](mailto:bobby.kerr@west-dunbarton.gov.uk)

Dear Member

Please attend a meeting of **West Dunbartonshire Leisure Trust Board of Directors** as detailed above. The business is shown on the attached agenda.

Yours faithfully

A handwritten signature in black ink, appearing to read 'John Anderson'.

**John Anderson**  
General Manager

**Distribution:-**

Jim Finn, WDLT Partner Director (Chair)  
Charles Gibson, WDLT Independent Director (Vice Chair)  
William Hendrie, WDLT Partner Director  
David McBride, WDLT Partner Director  
Tony Waclawski, WDLT Independent Director  
David Smith, WDLT Independent Director  
David Marshall, WDLT Independent Director  
Samantha Baird, WDLT Independent Director  
James Docherty, WDLT Employee Representative Director

WDLT General Manager  
WDLT Company Secretary

WDLT Senior Management Team for information

**Date of Issue: 17 November 2017**

**BOARD OF DIRECTORS MEETING NUMBER: 26  
THURSDAY, 30 NOVEMBER 2017**

**AGENDA**

**1. Welcome, Introductions & Apologies**

**2. Declaration of Interest**

To receive declarations of interest by Directors relating to items contained within the agenda

**3. Minutes of Meeting of 31 August 2017 & Any Matters Arising**

To consider the accuracy of the minute and to receive verbal reports on action taken to progress issues referred for action

Minutes – pages 7 to 10

**Reports For Monitoring**

**4.1 Financial Report**

Report to advise the Board on the financial performance of the revenue and capital budgets

Report No 183 – pages 11 to 14

**4.2 Workforce Monitoring Report 2<sup>nd</sup> Quarter 2017/18**

Report to provide the Board with key employment information for the period 1 July to 30 September 2017 (2<sup>nd</sup> Quarter)

Report No 184 – pages 15 to 19

**4.3 Performance Report 2<sup>nd</sup> Quarter 2017/18**

Report to advise the Board of the key performance areas for the trust for the period 1 July to 30 September 2016 (2<sup>nd</sup> Quarter)

Report No 185 – pages 21 to 48

**4.4 Governance Arrangements**

Report to update the Board on the progression of legal requirements with regards to governance arrangements

Report No 186 – pages 49 to 50

**4.5 Investment Projects Update**

Report to advise the Board of new projects/purchases the General Manager has approved and the progression of Investment Projects which have previously been approved;

Report No 187 – pages 51 to 71

#### **4.6 Aquatics Strategy Six Monthly Update**

Report to advise the Board of the progression of the Aquatics Strategy

Report No 188 – pages 73 to 81

#### **4.7 Health & Safety Six Monthly Update**

Report to advise the Board of the Health & Safety performance for the period 1 April to 30 September 2017

Report No 189 – pages 83 to 88

### **Reports for Approval**

#### **5.1 Delivery Plan 2018/19 & Workforce Involvement in the 2018/19 Delivery Plan Presentation**

Report to seek Board approval for the Delivery Plan 2018/19 and Board Presentation to highlight the involvement of the Workforce in developing the key actions for 2018/19.

Report No 190 – pages 89 to 116

Presentation – pages 139 to 157

#### **5.2 Service Charges 2018/19 & Passport to Leisure Scheme**

Report to seek Board approval for the Service Charges for 2018/19 and changes to the existing Passport to Leisure Scheme

Report No 191 – pages 117 to 122

### **Reports for Noting**

#### **6.1 Revised 2017/18 Management Fee and Proposed Management Fee 2018/19**

Report to advise the Board of the revised Management Fee for 2017/18 and the proposed Management Fee for 2018/19

Report No 192 – pages 123 (To Follow)

#### **6.2 Appointment of External Auditors**

Report to advise the Board of the appointment of new External Auditors

Report No 193 – pages 125 to 127

#### **6.3 Committees Update**

Report to update the Board on Committees during the period 1 July to 30 September 2017

Report No 194 – pages 129 to 138

#### **7. Proposed Future Agenda Items**

Directors are invited to propose items for future agendas to be forwarded to the General Manager for consideration by the Chairman by Wednesday 10 January 2018

**8. Any other Competent Business**

**9. Next Meetings**

- Appeals Committee: Wednesday 13 December 2017, 1.30pm
- Health & Safety Committee: Friday 26 January 2018, 1.30pm
- Audit & Risk Committee: Thursday 8 February 2018, 5pm
- Nominations & Individual Performance Committee: 8 February 2018, 4.00pm
- **Board Meeting: Thursday 22 February 2018, 6.00pm**