

West Dunbartonshire Leisure Trust

Note of Board Meeting 30 November 2017

Present:	Jim Finn (JF) Charlie Gibson (CG) David McBride (DMcB) William Hendrie (WH) Tony Waclawski (TW) David Marshall (DM) James Docherty	Partner Director (Chair) Independent Director (Vice Chair) Partner Director Partner Director Independent Director Independent Director Employee Representative
Apologies:	Samantha Baird (SB) David Smith (DS)	Independent Director 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

Jim Finn (Chair) welcomed everyone to the meeting. There were apologies from Dave Smith & Samantha Baird.

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 31 August 2017 and Matters Arising

Minutes were agreed as an accurate record.

Matters Arising

- a) Page 7 – 3rd party Reporting Centres. The General Manager advised the Board that he had a meeting organised with Police Scotland on Thursday 7 December to discuss both 3rd Party Reporting Centres and a new initiative “I am Me”.
- b) Page 9 – Director’s Training – the General Manager reported that **sportscotland** could not offer training for Directors

Reports for Monitoring

4.1 Financial Report

Report 183 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 to 30 September 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 current position for revenue spend in 2017/18.

CG entered the meeting during this report

4.2 Workforce Monitoring Report

Report 184 was submitted by the General Manager to provide the Board with key employment information for the period 1 July to 30 September 2017 (2nd 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 1st Quarter 2017 / 2018

Report 185 was submitted by the General Manager to advise the Board of the key performance areas for the Trust for the period 1 July to 30 September 2017 (2nd 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.

4.4 Governance Arrangements

Report 186 was submitted by the Company Secretary to advise the Board in relation to the governance arrangements annual review following completion of the 2016/17 external audit.

Having heard the 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.

4.5 Investment Projects Update

Report 187 was submitted by the General Manager to advise the Board of any new Surplus Funds Applications approved by the General Manager; and the progression of Investment Projects which have previously 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 and the progression of projects.

4.6 Aquatics Strategy 2017 – 2020 Six Monthly Update

Report 188 was submitted by the Sport Development Manager to provide the Board with a six month progress report regarding the progression and impact of the implementation of the agreed priorities in West Dunbartonshire Leisure Trust's (WDLT) Aquatics Strategy (2017 – 2020).

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 appendices; and
- (2) to approve the proposal that an annual update be presented to the Board and a six monthly summary.

4.7 Health and Safety Six Monthly Review (April to September 2017)

Report 189 was submitted by the Health and Safety Co-ordinator to advise the Board of Health and Safety performance during the six month period from April to September 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 attached appendices.

Reports for Approval

5.1 Draft Delivery Plan 2018 - 2019

Report 190 was submitted by the General Manager to seek approval from the Board for the 2018 / 2019 Delivery Plan to assist achieve the Strategic Outcomes and Performance Targets identified within the three year Business Strategy (2017-2020)

Having heard the General Manager give a presentation detailing the staff involvement in the planning process for the 2018 – 2019 delivery plan; 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; and
- (2) to approve the Draft Delivery Plan 2018 – 2019.

5.2 Service Charges 2018 – 2019 & review of the Passport to Leisure Scheme

Report 191 was submitted by the General Manager to seek approval from the Board for the implementation of the Service Charges from 1st April 2018 for the financial year 2018/19 and the implementation of changes to the current Passport to Leisure Scheme.

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 approve the Service Charges for 2018 – 2019; and
- (3) to approve the changes to the Passport to Leisure Scheme as highlighted in points 4.5; 4.6; 4.7; 4.11; 4.12; 4.15; and 4.17.

Reports for Noting

6.1. Revised 2017 – 2018 Management Fee & Proposed Management Fee for 2018 – 2019

Report 192 was yet to be submitted as information from West Dunbartonshire Council was not available in time for the meeting.

Following a verbal report from the General Manager the Board agreed:-

- (1) to instruct the General Manager to circulate the report to Directors when available and for Directors to provide feedback to the General Manager with any issues they may have.

6.2. Appointment of External Auditor

Report 193 was submitted by the Company Secretary to advise the Board of the Audit & Risk Committee's appointment of External Company Auditors following a procurement process.

Having heard the 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 and the appointment of Wylie & Bisset as the Trust's External Company Auditors.

6.3 Committee Update

Report 194 was submitted by the General Manager to provide the Board with an update and copies of all Committee minutes for the period 1 June to 30 September 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 **10 January 2018** for consideration.

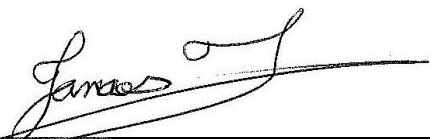
8. Any Other Business

- (1) The General Manager issued Directors with a hard copy of the West Dunbartonshire Leisure Trust's Annual Report and Financial Accounts for 2016/17

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 2017, 5pm
- Nominations & Individual Performance Committee: 8 February 2018, 4.00pm
- **Board Meeting: Thursday 22 February 2018, 6.00pm**

Signed:



Cllr Jim Finn (Chair)