

# **West Dunbartonshire Leisure Trust**

## **Note of Board Meeting 29 November 2018**

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

### **1. Welcome and Introductions and apologies**

Charlie Gibson (Chair) welcomed everyone to the meeting. There were apologies from Jim Finn, David McBride, Dave Smith and James Docherty.

### **2. Presentation**

There followed a presentation from the Company Secretary, Fiona McGuigan on the leisure centre gym refurbishments. The presentation highlighted the new equipment being installed at the Meadow Centre and Vale of Leven Swimming Pool. She highlighted that due to the popularity of the use of free weights, the area had been increased and new equipment had been purchased.

### **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 30 August 2018 and Matters Arising**

Minutes were agreed as an accurate record.

#### Matters Arising

5.2 (2) Workforce Monitoring Report 1<sup>st</sup> Quarter, the General Manager noted that the topic of Case Reviews had been discussed with the H.R. Business Partner

## **Reports for Monitoring**

### **5.1 Financial Report**

Report 229 was submitted by the General Manager and Gillian McNeilly, W.D.C Finance Manager to provide the Board on the financial performance of the departmental revenue budgets 2018 / 2019 for the period to 1 July 2018 to 30 September 2018.

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 for quarter 2.

### **5.2 Workforce Monitoring Report 2<sup>nd</sup> Quarter 2018 / 2019**

Report 230 was submitted by the General Manager to provide the Board with key employment information for the period 1 July to 30 September 2018 (2<sup>nd</sup> 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.

### **5.3 Performance Report 2<sup>nd</sup> Quarter 2018 / 2019**

Report 231 was submitted by the General Manager to advise the Board of the key performance areas for the Trust for the period 1 Apr July to 30 September 2018 (2<sup>nd</sup> 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) to add the original target date set when reporting on the Delivery Plan Actions updates.

### **5.4 Governance Arrangements – Annual Review**

Report 232 was submitted by the Company Secretary to advise the Board in relation to the governance arrangements annual review following completion of the 2017/18 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 and appendix; and
- (2) to approve the proposal in point 4.8 to develop an Annual Governance Checklist.

## **5.5 Draft Management Fee 2019 - 2020**

Report 233 was submitted by the General Manager to advise the Board of the proposed management fee for 2019 - 2020 from West Dunbartonshire Council.

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.

## **5.6 Aquatics Strategy 2017 - 2020, Six Month Progress Report**

Report 234 was submitted by the Sport Development Manager to provide the Board with a six month progress report regarding the 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 appendices.

## **5.7 Health and Safety Six Monthly Review (April to September 2018)**

Report 235 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 2018.

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 appendix.

## **5.8 Investment Projects Update**

Report 236 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 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 progression of projects.

## **Reports for Approval**

### **6.1 Draft Delivery Plan 2019 - 2020**

Report 237 was submitted by the General Manager to seek approval from the Board for the 2019 - 2020 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 in further explanation of the report, and in answer to Board Member's questions, the Board agreed:-

- (1) to approve the content of the report and appendices; and
- (2) to approve the Draft Delivery Plan for 2019 - 2020.

### **6.2 Service Charges**

Report 238 was submitted by the General Manager to seek approval from the Board for the implementation of the Service Charges from 1<sup>st</sup> April 2019 for the financial year 2019/20.

Having heard the General Manager in further explanation of the report, and in answer to Board Member's questions, the Board agreed:-

- (1) to approve the content of the report; and
- (2) to approve the Service Charges for 2019 – 2020.

D.M. left the meeting

### **6.3 Year End Financial Statements – Changes in Accounting Policies**

Report 239 was submitted by the W.D.C Finance Manager to request that the Trust Board approve a change in the current Accounting Policy on Tangible Fixed Assets and Depreciation to include Intangible Assets.

Having heard the Company Secretary in further explanation of the report, and in answer to Board Member's questions, the Board agreed:-

- (1) to approve the content of the report.

## Reports for Noting

### 7.1 Update of Board Sub Committees for the period 1 July to 30 September 2018

Report 240 was submitted by the General Manager to provide the Board with an update and copies of all Committee minutes for the period 1 July to 30 September 2018

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.

### 8. Proposed Future Agenda Items

There followed a brief discussion regarding proposed future agenda items and presentations the Directors feel would be beneficial. C.G. proposed that Directors submit agenda items to J.A. by **Wednesday 9 January 2019** for consideration.

### 9. Any Other Business

### 10. Next Meetings

- Appeals Committee: Wednesday 10 December 2018, 1.30pm
- Health & Safety Committee: Friday 25 January 2019, 1.30pm
- Audit & Risk Committee: Thursday 7 February 2019, 5pm
- Appeals Committee: Wednesday 13 February 2019, 1.30pm
- **Board Meeting: Thursday 21 February 2019, 6.00pm (Clydebank LC)**

Signed:



Charlie Gibson (Chair)