

# Agenda



## Meeting of West Dunbartonshire Leisure Trust Board of Directors

**Date:** Thursday, 22 February 2018

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**Time:** 6.00pm

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**Venue:** Board Room,  
WDLT Offices  
Alexandria Community Centre,  
Alexandria

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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', with a checkmark to the left.

**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 Manger  
WDLT Company Secretary  
W.D.C Finance Manager

WDLT Senior Management Team for information

**Date of Issue: 20 February 2018**

**BOARD OF DIRECTORS MEETING NUMBER: 27  
THURSDAY, 22 FEBRUARY 2018**

**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 30 November 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 6 to 10

**4. Social Media Presentation**

Presentation to update the Board on the Trust's new approach to Social Media

Presentation – by Amanda Graham, W.D.C's Corporate Comms Co-ordinator

**Reports For Monitoring**

**5.1 Financial Report**

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

Report No 195 – pages 11 to 14

**5.2 Workforce Monitoring Report 3<sup>rd</sup> Quarter 2017/18**

Report to provide the Board with key employment information for the period 1 October to 31 December 2017 (3<sup>rd</sup> Quarter)

Report No 196 – pages 15 to 19

**5.3 Performance Report 3<sup>rd</sup> Quarter 2017/18**

Report to advise the Board of the key performance areas for the trust for the period 1 October to 31 December 2017 (3<sup>rd</sup> Quarter)

Report No 197 – pages 21 to 50

**5.4 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 198– pages 51 to 66

**5.5 Financial Budget 2018/19**

Report to advise the Board of the Financial Budget for 2018/19

Report No 199 – pages 67 to 69

### **Reports for Approval**

#### **6.1 Risk Register 2018/19**

Report to seek Board approval for the West Dunbartonshire Leisure Trust's Risk Register for the financial year 2018/19

Report No 200 – pages 71 to 84

#### **6.2 Annual Health & Safety Plan 2018/19**

Report to seek Board approval for the implementation of the West Dunbartonshire Leisure Trust's Annual Health & Safety Plan for the financial year 2018/19.

Report No 201 – pages 85 to 89

#### **6.3 Reserves Policy**

Report to seek Board approval for the West Dunbartonshire Leisure Trust's Reserves Policy.

Report No 202 – pages 91 to 95

#### **6.4 Revised Debt Management Policy**

Report to seek Board approval for the revised Bad Debt Policy.

Report No 203 – pages 97 to 101

#### **6.5 Investment Policy & Opportunities**

Report to seek Board approval of a draft Investment Policy

Report No 204 – pages 103 to 112

#### **6.6 Sports Development Staffing Restructure**

Report to seek Board approval for the Sports Development Staffing Restructure

Report No 205 – to be submitted to the Board meeting of 24 May 2018

### **Reports for Noting**

#### **7.1 General Data Protection Regulations**

Report to update the Board on the implementation of the General Data Protection Regulations

Report No 206 – pages 115 to 118

#### **7.2 W.D.C Budget Savings Options**

Report to advise the Board of West Dunbartonshire Council's (WDC) proposed Saving Options and in particular three options that directly affect the Leisure Trust.

Report No 207 – pages 119 to 148

#### **7.2 Committees Update**

Report to update the Board on Committees during the period 1 October to 31 December 2017

Report No 208 – pages 149 to 155

**8. 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 18 April 2018

**9. Any other Competent Business**

**10. Next Meetings**

- Appeals Committee: Wednesday 18 April 2018, 1.30pm
- Health & Safety Committee: Friday 27 April 2018, 1.30pm
- Audit & Risk Committee: Thursday 10 May 2018, 5pm
- Nominations & Individual Performance Committee: 10 May 2018, 4.00pm
- **Board Meeting: Thursday 24 May 2018, 6.00pm**