

West Dunbartonshire Leisure Trust

Note of Board Meeting 24 May 2018

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

1. Welcome and Introductions and apologies

Charlie Gibson (Vice Chair) IN Jim Finn's absence welcomed everyone to the meeting. There were apologies from Provost William Hendrie, James Docherty and Samantha Baird.

2. Presentation

There followed a presentation from Sports Development Co-ordinator Tommi Orismaa on W.D.L.T.'s Disability Provision. Tommi highlighted his role within the Trust and his role in providing support to clubs and individuals within West Dunbartonshire who have or are affected by disabilities. Main points raised included working with partners, the impact of his role within the Community over the past three years, future projects and plans. He said his next main project was to have video footage of a disabled customer's journey through each main leisure centre and may include Community Facilities in the future. T.W. asked if Tommi had a separate budget to develop initiatives for disabled project that could attract match funding, J.A. said that the surplus funds budget was available which can attract match funding but that a revenue budget could be looked at in the future.

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 22 February 2018 and Matters Arising

Minutes were agreed as an accurate record.

Matters Arising

- a) Page 16 item 5.5 Financial Budget, J.A. noted that 2018 – 2019 budget was agreed with West Dunbartonshire Council; and
- b) Page 17 – Investment Policy & Opportunities – J.A. confirmed that rate of interest provided by the Council will be the same as or higher than the Clydesdale Bank.

Reports for Monitoring

5.1 Workforce Monitoring Report

Report 209 was submitted by the General Manager to provide the Board with employment information for the period 1 January to 31 March 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.

5.2 Performance Report 4th Quarter 1 January to 31 March 2018

Report 210 was submitted by the General Manager to advise the Board of the key performance areas for the Trust for the period 1 January to 31 March 2018 (4th 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 the content of the report and the additional information contained in Appendices 1 - 8.

5.3 Investment Projects Update

Report 211 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; and
- (2) to add an additional column to detail any match funding secured

5.4 Health & Safety Annual Review 2017 / 2018

Report 212 was submitted by the Health and Safety Co-ordinator to advise the Board of Health and Safety performance during the twelve month period from 1 April 2017 to 31 March 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 Appendices A, B, C and D.

5.5 Business Strategy 2017 – 2020: First Year Update

Report 213 was submitted by the General Manager to provide the Board with a one year progress report (2017 / 2018 – Year 1) regarding the progression and impact of the implementation of the agreed priorities in West Dunbartonshire Leisure Trust's (WDLT) 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 note the content of the report and attached appendices.

5.6 Annual Progress Report: Aquatics Strategy 2017 - 2020

Report 214 was submitted by the Sport Development Manager to provide the Board with an annual 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).

- (1) to note the content of the report and attached appendices.

Reports for Approval

6.1 Restructure of the Sports Development Service and Redesign of Staff Roles and Responsibilities

Report 215 was submitted by the General Manager to seek Board approval for the proposed redesign of certain posts within the Sports Development team.

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;
- (2) to approve the proposed redesign of job profiles of the Sports Development team in principle; and

- (3) to delegate authority to the General Manger to implement the proposed redesign.

6.2 Board Development

Report 216 was submitted by General Manager to advise the Board of a potential Strategic Planning Session and to seek Board approval for the delivery the session.

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 delivery of a Strategic Planning session;
- (3) to confirm Thursday 13 June 2019 as the date for the planning session;
- (4) to agree the attendance of the Senior Management Team at the Strategy Planning Session;
- (5) for the General Manager to programme pre session presentations from Sandy Marshall to the Board at the February and May 2019 meetings;
- (6) for the General Manager to discuss the item with appropriate WDC officers for their potential input; and
- (7) for the continuation of Board Presentations at Board Meetings.

Reports for Noting

7.1 WDC Budget Saving Options Update

Report 217 was submitted by the General Manager to update the Board of West Dunbartonshire Council's (WDC) agreed Saving Option that directly affects the Leisure Trust.

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.

7.2 Update of Board Sub Committees for the period 1 January t 31 March 2018

Report 218 was submitted by the General Manager to provide the Board with an update and copies of all Committee minutes for the period 1 January to 31 March 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.

7.4 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 4 July 2018** for consideration.

8. Any Other Business

There was no other business

9. Next Meetings

- Appeals Committee: Wednesday 13 June 2018, 1.30pm
- Health & Safety Committee: Friday 10 August 2018, 1.30pm
- Audit & Risk Committee: Thursday 16 August 2018, 5pm
- Nominations & Individual Performance Committee: 16 August 2018, 4.00pm
- **Board Meeting: Thursday 30 August 2018, 6.00pm Head Office, Alexandria**

Signed:



Charlie Gibson (Vice Chair)