

Agenda



Meeting of West Dunbartonshire Leisure Trust Board of Directors

Date: Thursday, 23 May 2019

Time: 6.00pm

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

Contact: Bobby Kerr,
Tel: 01389 757806, 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:-

Charles Gibson, WDLT Independent Director (Chair)
Jim Finn, WDLT Partner 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

WDLT General Manager
WDLT Company Secretary

WDLT Senior Management Team for information

Date of Issue: 10 May 2019

**BOARD OF DIRECTORS MEETING NUMBER: 32
THURSDAY, 23 MAY 2019**

AGENDA

- 1. Welcome, Introductions & Apologies**
- 2. Board Development Session – Strategic Planning Session Update**
Strategic Planning Session Update Presentation as part of the annual development sessions for Board Directors.

Presentation
- 3. Declaration of Interest**
To receive declarations of interest by Directors relating to items contained within the agenda
- 4. Minutes of Meeting of 21 February 2019 & 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 5 to 9

Reports For Monitoring

- 5.1 Workforce Monitoring Report 4th Quarter 2018/19**
Report to provide the Board with key employment information for the period 1 January to 31 March 2019 (4th Quarter)

Report No 250 – pages 11 to 15
- 5.2 Performance Report 4th Quarter 2018/19**
Report to advise the Board of the key performance areas for the trust for the period 1 January to 31 March 2019 (4th Quarter)

Report No 251 – pages 17 to 55
- 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 252 – pages 57 to 68
- 5.5 Business Strategy – Two Year Update**
Report to advise the Board of the progression of the three year Business Strategy 2017 – 2020

Report No 253 – pages 69 to 78
- 5.6 Aquatics Strategy – Two Year Update**
Report to advise the Board of the progression of the three year Aquatics Strategy 2017 – 2020

Report No 254 – pages 79 to 91

5.7 Annual Health & Safety Review 2018/19

Report to advise the Board of the Health and Safety performance during 2018/19.

Report No 255 – pages 93 to 97

Report for Approval

6.1 Report to seek approval from the Board for the signing of the attached Facility Letter and Extract of Board Resolution.

Report No 256 – pages 99 to 105

Reports for Noting

7.1 Communications Policy

Report to advise the Board of WDLT's Communications Policy

Report No 257 – pages 107 to 126

7.2 British Sign Language Action Plan

Report to advise the Board of WDC's British Sign Language Action Plan and WDLT's involvement

Report No 258 – pages 127 to 143

7.3 SAMH Physical Activity Charter

Report to advise the Board of WDLT signing up to SAMH's Physical Activity Charter

Report No 259 – pages 145 to 146

7.4 Committees Update

Report to update the Board on Committees during the period 1 January to 31 March 2019

Report No 260 – pages 147 to 154

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 10 July 2019

9. Any other Competent Business

10. Next Meetings

- Appeals Committee: Wednesday 12 June 2019, 1.30pm
- Health & Safety Committee: Friday 9 August 2019, 1.30pm
- Appeals Committee: Wednesday 14 August 2019, 1.30pm
- Audit & Risk Committee: Thursday 15 August 2019, 5pm
- **Board Meeting: Thursday 29 August 2019, 6.00pm (Clydebank LC)**