

# **West Dunbartonshire Leisure Trust**

## **Note of Board Meeting 28 November 2019**

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

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

In the absence of the Chair, Tony Waclawski welcomed everyone to the meeting. There were apologies from Jim Finn (Vice Chair), Tony Dempster, David McBride and David Smith.

It was agreed that Agenda Item 5.1 would be moved to the end of the Agenda and that Bobby Kerr would leave the meeting prior to this Agenda Item being considered.

### **2. Declaration of Interest**

William Hendrie declared an interest in Agenda Item 5.1 as an Elected Member of West Dunbartonshire Council. No other declarations of interest were indicated.

### **3. Minutes of meeting 29 August 2019 and Matters Arising**

Minutes were agreed as an accurate record.

#### Matters Arising

- (1) Item 5.2 (2) – Workforce Monitoring report – J.A. reported that he had discussed with the W.D.L.T. H.R. Business Partner what additional support could be offered for staff with musculo-skeletal injuries.

## **Reports for Monitoring**

### **4.1 Finance Report**

Report 271 was submitted by the General Manager and Gillian McNeilly, WDC Finance Manager to advise the Trust Board on the financial performance of the departmental revenue budgets 2019/2020 for the period to 30 September 2019.

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.

### **4.2 Workforce Monitoring (2<sup>nd</sup> Quarter – 1 July to 30 September 2019)**

Report 272 was submitted by the General Manager to provide the Board with employment information for the period 1<sup>st</sup> July to 30<sup>th</sup> September 2019.

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.

Charlie Gibson (Chair) chaired the meeting from this point

### **4.3 Performance Report Period 1<sup>st</sup> July to 30<sup>th</sup> September 2019 (2<sup>nd</sup> Quarter)**

Report 273 was submitted by the Company Secretary to advise the Board in relation to the governance arrangements annual review following completion of the 2018/19 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.

### **4.4 Governance Arrangements**

Report 274 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 attached appendices.

#### **4.5 Aquatics Strategy, Six Month Progress Report**

Report 275 was submitted by the Sports Development Manager to provide the Board with an annual 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 attached appendices.

#### **4.6 Health & Safety Six Monthly Review (April – September 2019)**

Report 276 was submitted by the Health & Safety Co-ordinator to advise the Board of Health and Safety performance during the six month period from April to September 2019.

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; and
- (2) for the Health & Safety Committee to recommend that the Council's Health & Safety Section Head be contacted to discuss carrying out Fire Safety Risk Assessments within all facilities managed by W.D.L.T. and for the General Manager to report back to a future Board meeting.

#### **4.7 Investment Projects Update**

Report 277 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 the progression of projects.

### **Reports for Approval**

#### **5.1 Draft Management Fee**

Report 278 was submitted by the General Manager to advise the Board of the proposed Management Fee for 2020/21 from West Dunbartonshire Council (WDC) and to approve the saving options required to deliver a balanced budget.

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 specifically the anticipated Income Generation and the anticipated Expenditure Reduction;
- (2) to acknowledge the Council's decision for no Community Facility closures and delegates authority to the General Manager to carry out an appropriate review to deliver the savings identified;
- (3) for the General Manager should the need arise to arrange a Special Board Meeting for the Board to consider and agree any Tier 2 VER and /or VR applications;
- (4) to approve and delegate authority to the General Manager to undertake a review of the Management Team layers directly beneath the General Manager position and the mid layer below;
- (5) to approve and delegate authority to the General Manager to undertake a Review of Active Schools and Sports Development provision; and
- (6) for the General Manager to bring to the February 2020 Board Meeting a paper outlining the proposed staffing structures following both reviews for consideration and approval.

## **5.2 Service Charges 2020- 2021**

Report 279 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 2020 for the financial year 2020/21.

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
- (2) to approve the Service Charges for 2020 – 2021

## **5.3 Reserves Policy**

Report 280 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 2020 for the financial year 2020/21.

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 revised draft policy in terms of the purpose of having a Reserves Policy and rationale behind setting a reserve fund target;
- (2) to approve the revised rationale for the level of reserves to be set;
- (3) to approve on the frequency of review of the reserves fund going forward; and
- (4) to approve the final revised policy.

#### **5.4 Draft Business Strategy 2020 – 2023 & Delivery Plan 2020 - 2021**

Report 281 was submitted by the General Manager to seek approval from the Board for the three year Business Strategy 2020-2023 and the Delivery Plan 2020/21 to assist in achieving the Strategic Objectives and Performance Targets identified within the Business Strategy.

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;
- (2) to approve the three year Business Strategy 2020 - 2023; and
- (3) to approve the Delivery Plan 2020 – 2021.

#### **Reports for Noting**

##### **6.1 Scotland's Mental Health Charter for Physical Activity and Sport – Action Plan**

Report 282 was submitted by the Business Development Co-ordinator to advise the Board of WDLT's Action Plan agreed with SAMH as part of the organisation signing up to Scotland's Mental Health Charter for Physical Activity and Sport.

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 appendix; and
- (2) for the General Manager to submit a report on the progression of the Action Plan to a future Board meeting.

##### **6.2 Committee Update**

Report 283 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 2019

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 1 and 2.

## 7. **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 9 January 2020

## 8. **Any Other Competent Business**

(1) Copies of the 2018 – 2019 W.D.L.T. Annual Report to be issued to all Directors

## 9. **Next Meetings**

- Appeals Committee: Wednesday 11 December 2019, 1.30pm
- Health & Safety Committee: Friday 24 January 2020, 1.30pm
- Audit & Risk Committee: Thursday 6 February 2020, 5pm
- Appeals Committee: Wednesday 12 February 2020, 1.30pm
- **Board Meeting: Thursday 20 February 2020, 6.00pm (WDLT HQ)**

Signed:

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Charlie Gibson (Chair)