

West Dunbartonshire Leisure Trust

Note of Board Meeting 22 February 2018

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

1. Welcome and Introductions and apologies

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

2. Declaration of Interest

It was noted that there were declarations from Provost Hendrie and Councillor Finn on item 6.5 (c) Investment Policy and Opportunities.

3. Minutes of meeting 30 November 2017 and Matters Arising

Minutes were agreed as an accurate record.

Matters Arising

- a) Page 9 item 6.1 Revised Management Fee, J.A. noted that it was not possible to forward a report as previously agreed due to ongoing discussions with WDC, however under Agenda Item 5.5 this evening the Management Fee will be discussed as part of the 2018/19 Financial Budget.

4. Presentation – Social Media

Amanda Graham and Nicole Gallacher from West Dunbartonshire Council's Communications Team gave a presentation on the new approach to the Trust's Social Media strategy.

Reports for Monitoring

5.1 Financial Report

Report 195 was submitted by the General Manager and the W.D.C Finance Manager to advise the Trust Board on the financial performance of the departmental revenue budgets 2017 - 2018 for the period to 31 December 2017 quarter 3.

Having heard the General Manager and the Finance 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 in 2017 -2018.

5.2 Workforce Monitoring Report

Report 196 was submitted by the General Manager to provide the Board with key employment information for the period 1 October to 31 December 2017 (3rd 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 3rd Quarter 2017 - 2018

Report 197 was submitted by the General Manager to advise the Board of the key performance areas for the Trust for the period 1 October to 31 December 2017 (3rd 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.

5.4 Investment Projects Update

Report 198 was submitted by the General Manager to advise the Board of new Surplus Funds Applications approved by the General Manager; and 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 the projects

5.5 2018 - 2019 Financial Budget

Report 199 was submitted by the Company Secretary to advise the Board of the Financial Budget for 2018/19 and highlight significant adjustments that have been made to create a balanced budget.

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
- (2) to note that the final WDLT management fee is still to be formally agreed at Council 2018 - 2019 budget meeting on 5 March 2018.

Reports for Approval

6.1 Risk Register

Report 200 was submitted by the General Manager seek Board approval for the West Dunbartonshire Leisure Trust's (WDLT) Risk Register for the financial year 2018 - 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 attached appendix; and
- (2) to approve the 2018 - 2019 Risk Register

6.2 Health and Safety Plan 2018 - 2019

Report 201 was submitted by the Health and Safety Co-ordinator to seek Board approval for the implementation of the West Dunbartonshire Leisure Trust's (WDLT) Health & Safety Plan for the financial year 2018 - 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 attached appendices; and
- (2) to approve the Health and Safety Plan for 2018 - 2019

6.3 Reserves Policy

Report 202 was submitted by the General Manager and Company Secretary to seek approval for a formal WDLT Reserves Policy.

Having heard the General Manager and 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 draft policy in terms of the purpose of having a Reserves Policy and rationale behind setting a reserve level; and
- (2) to approve the WDLT Reserves Policy

6.4 Debt Management Policy

Report 203 was submitted by the Company Secretary to seek approval from the Board for a WDLT Debt Management Policy to replace the existing Bad Debt Policy.

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 attached appendix; and;
- (2) to approve the new Debt Management Policy which will replace the current Bad Debt Policy

6.5 Investment Policy & Opportunities

Report 204 was submitted by the General Manager and the Finance Manager of W.D.C to seek approval for a draft Investment Policy and Investment Strategy for 2018 – 2019. Provost Hendrie and Councillor Finn declared an interest in item (3)

Having heard the General Manager and Finance Manager and 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) to approve the new Investment Policy and Investment Strategy for 2018 - 2019 subject to the following change/action:

- Reword the sentence from:
“Terms to be agreed with the Council shall be for 1 year fixed term, with an interest rate similar to the rate accessible by the Council from the Bank of England on the date of transfer. Interest due payable at the end of the term”

to:

“Terms to be agreed with the Council shall be for 1 year fixed term, with an interest rate to be the same as the rate accessible by the Council from the Bank of England on the date of transfer. Interest due payable at the end of the term”

- to delegate authority to the General Manager in co-operation with the Finance Manager to identify whether the rate of Interest provided by the Council will be the same as or higher than the Clydesdale Bank and if so invest £500,000 fixed for one year with the Council.

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

To ensure a full and informative report for Directors, report 205 will now be submitted to the 24 May 2018 Board meeting.

Reports for Noting

7.1 Implementation of the General Data Protection Regulation (GDPR)

Report 206 was submitted by the General Manager to provide the Board with an update on the major changes to data protection and how GDPR will affect WDLT in the way we deliver services.

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 contents of the report and appendix and the steps being taken to address the requirements of GDPR.

7.2 West Dunbartonshire Council Budget Saving Options

Report 207 was submitted by the General Manager to advise the Board of West Dunbartonshire Council's (WDC) proposed Saving Options and in particular three options that directly affect 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 contents of the report, briefing note and appendix

7.3 Update of Board Sub Committees for the period 1 October to 31 December 2017

Report 208 was submitted by the General Manager to provide the Board with an update and copies of all Committee minutes for the period 1 October to 31 December 2017.

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.

7.2 Proposed Future Agenda Items

There followed a brief discussion regarding proposed future agenda items and presentations the Directors feel would be beneficial. J.F. proposed that Directors submit agenda items to J.A. by **Wednesday 18 April 2018** for consideration.

7.3 Any Other Business

There was no other business

8. 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 Clydebank Leisure Centre**

Signed:

Cllr Jim Finn (Chair)