

# West Dunbartonshire Leisure Trust

## Note of Board Meeting 30 August 2018

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

### 2. Presentation

There followed a presentation from Kirsty McElroy on the training delivered by the Training Officers within the Business Development team. The presentation highlighted the training offered to staff, corporate clients and the community.

A discussion followed with regards to how the Trust could be more involved in the Health Agenda and J.A. was asked to discuss with Councillor McNair how W.D.L.T. can contribute towards delivering the health agenda.

### 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 24 May 2018 and Matters Arising

Minutes were agreed as an accurate record.

#### Matters Arising

No matters arising

## **Reports for Monitoring**

### **5.1 Financial Report**

Report 219 was submitted by the General Manager and Gillian McNeilly, W.D.C Finance Manager to provide the Board on the financial performance of the departmental revenue budgets 2018 / 2019 for the period to 1 April 2018 to 30 June 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 current position for revenue spend for quarter 1.

### **5.2 Workforce Monitoring Report 1<sup>st</sup> Quarter 2018 / 2019**

Report 220 was submitted by the General Manager to provide the Board with key employment information for the period 1 April to 30 June 2018 (1<sup>st</sup> 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
- (2) for the General Manager to discuss the topic of Case Reviews following a resignation prior to a Disciplinary Hearing being undertaken with H.R.

### **5.3 Performance Report 1<sup>st</sup> Quarter 2018 / 2019**

Report 221 was submitted by the General Manager to advise the Board of the key performance areas for the Trust for the period 1 April to 30 June 2018 (1<sup>st</sup> 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 Performance Measurement 2017 – 2018**

Report 222 was submitted by the General Manager to provide the Board with an update on the outcome of the Performance Measurement for 2017 / 2018 and highlight the targets for 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

## **Reports for Approval**

### **6.1 Investment Projects Update**

Report 223 was submitted by the General Manager to seek approval for two projects and to advise the Board of new projects / purchases the General Manager has approved and the progression of Investment Projects which have been 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 approve the two Investment Projects as highlighted in appendices 7 & 8.

## **Reports for Noting**

### **7.1 Update of Board Sub Committees for the period 1 April to 30 June 2018**

Report 224 was submitted by the General Manager to provide the Board with an update and copies of all Committee minutes for the period 1 April to 30 June 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.

### **8. 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 24 October 2018** for consideration.

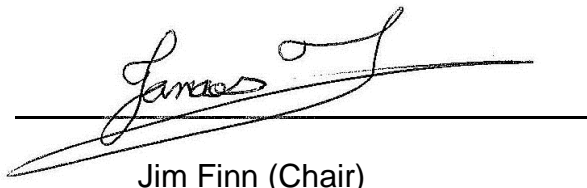
### **9. Any Other Business**

The General Manager advised the Board that the AGM would take place in two weeks time and as per the Articles of Association the positions of Chair and Vice-Chair were up for appointment.

## 10. Next Meetings

- **Annual General Meeting Thursday 13 September 2018 – 6.00pm (C.L.C. )**
- Appeals Committee: 17 October 2018, 1.30pm
- Health & Safety Committee: Friday 26 October 2018, 1.30pm
- Audit & Risk Committee: Thursday 15 November 2018, 5pm
- **Board Meeting: Thursday 29 November 2018, 6.00pm Head Office, Alexandria**

Signed:



Jim Finn (Chair)