

# Agenda



## Meeting of West Dunbartonshire Leisure Trust Board of Directors

**Date:** Thursday, 21 February 2019

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**Time:** 6.00pm

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**Venue:** Clyde Suite,  
Clydebank Leisure Centre  
Queens Quay,  
Clydebank

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**Contact:** Bobby Kerr,  
Tel: 01389 757806, [bobby.kerr@west-dunbarton.gov.uk](mailto: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', with a checkmark to the left.

**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  
James Docherty, WDLT Employee Representative Director

WDLT General Manger  
WDLT Company Secretary

WDLT Senior Management Team for information

**Date of Issue: 8 February 2019**

**BOARD OF DIRECTORS MEETING NUMBER: 31  
THURSDAY, 21 FEBRUARY 2019**

**AGENDA**

1. **Welcome, Introductions & Apologies**
  
2. **Board Development Session – Live Active Scheme**  
Live Active Scheme Presentation as part of the annual development sessions for Board Directors.  
Presentation – pages 5 to 23
  
3. **Declaration of Interest**  
To receive declarations of interest by Directors relating to items contained within the agenda
  
4. **Minutes of Meeting of 29 November 2018 & 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 25 to 29

**Reports For Monitoring**

- 5.1 **Financial Report**  
Report to advise the Board on the financial performance of the revenue and capital budgets  
Report No 241 – pages 31 to 34
  
- 5.2 **Workforce Monitoring Report 3<sup>rd</sup> Quarter 2018/19**  
Report to provide the Board with key employment information for the period 1 October to 31 December 2018 (3<sup>rd</sup> Quarter)  
Report No 242 – pages 35 to 39
  
- 5.3 **Performance Report 3<sup>rd</sup> Quarter 2018/19**  
Report to advise the Board of the key performance areas for the trust for the period 1 October to 31 December 2018 (3<sup>rd</sup> Quarter)  
Report No 243 – pages 41 to 68
  
- 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 244 – pages 69 to 79

## **5.5 Employee Survey Results 2018**

Report to advise the Board of the results of the recent Employee Survey

Report No 245 – pages 81 to 86

### **Reports for Approval**

## **6.1 Risk Register 2019/20**

Report to seek Board approval for the West Dunbartonshire Leisure Trust's Risk Register for the financial year 2019/20

Report No 246– pages 87 to 100

## **6.2 Annual Health & Safety Plan 2019/20**

Report to seek Board approval for the implementation of the West Dunbartonshire Leisure Trust's Annual Health & Safety Plan for the financial year 2019/20

Report No 247 – pages 101 to 105

## **6.3 Investment Policy and Opportunities**

Report to highlight the performance of the previous Investment Strategy and to seek the Board approval for the updated Investment Strategy for 2019/20

Report No 248 – pages 107 to 116

### **Reports for Noting**

## **7.1 Committees Update**

Report to update the Board on Committees during the period 1 October to 31 December 2018

Report No 249 – pages 117 to 123

## **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 3 April 2019

## **9. Any other Competent Business**

## **10. Next Meetings**

- Appeals Committee: Wednesday 17 April 2019, 1.30pm
- Health & Safety Committee: Friday 26 April 2019, 1.30pm
- Audit & Risk Committee: Thursday 9 May 2019, 5pm
- Nominations & Individual Performance Committee: Wednesday 9 May 2019, 3.00pm
- **Board Meeting: Thursday 23 May 2019, 6.00pm (WDLT HQ)**