

# West Dunbartonshire Leisure Trust

## Note of Board Meeting 21 February 2019

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

### 1. Welcome, Introductions and apologies

Charlie Gibson (Chair) welcomed everyone to the meeting. There were apologies from Jim Finn, Samantha Baird and Dave Smith. It was announced that the Employee Representative Director, James Docherty had resigned due to him no longer being a Shop Steward. The General Manager indicated he has been in contact with Victoria Rogers, West Dunbartonshire Council's Strategic Lead for People & Technology to put a request to the Trade Union Convenors for a replacement.

### 2. Presentation

There followed a presentation from Diane Harkins, Live Active Advisor for the Live Active Scheme. Diane said that there are three advisors serving the Clydebank, Dumbarton and Alexandria areas. Live Active is a joint partnership between NHS Greater Glasgow & Clyde and partner local authorities to support local residents to become more active and manage their weight. Neighbouring local authorities in the partnership include Glasgow, East Dunbartonshire, Renfrewshire, East Renfrewshire, South Lanarkshire, Inverclyde and Glasgow University. Diane said that there are three main programmes – Live Active, Vitality and Health Walks. It was highlighted that West Dunbartonshire has been the best performing partner for the past five years in terms of participants in the schemes. Diane said that one of the main reasons for the high retention was the interaction all three Advisors had with their clients and the facilities offered by West Dunbartonshire Leisure. Board members commended the Advisors for their commitment and hard work.

### 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 29 November 2018 and Matters Arising**

Minutes were agreed as an accurate record.

##### Matters Arising

5.5 Draft Management Fee, the Company Secretary noted that she was not in a position to give an accurate figure due to the 2018-2021 Employee pay award not being finalised at this time.

##### Reports for Monitoring

#### **5.1 Financial Report**

Report 241 was submitted by the General Manager and Gillian McNeilly, W.D.C Finance Manager to provide the Board with the financial performance of the departmental revenue budgets 2018/2019 for the period to 31 December 2018.

Having heard the Finance Manager and 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 3.

#### **5.2 Workforce Monitoring (3<sup>rd</sup> Quarter – 1 October to 31<sup>st</sup> December 2018)**

Report 242 was submitted by the General Manager to provide the Board with key employment information for the period 1 October 2018 to 31 December 2018 (3<sup>rd</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.

#### **5.3 Performance Report 3<sup>rd</sup> Quarter 2018 / 2019**

Report 243 was submitted by the General Manager to advise the Board of the key performance areas for the Trust for the period 1 October 2018 to 31 December 2018 (3<sup>rd</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 the additional information contained in Appendices 1 - 3.

#### **5.4 Investment Projects Update**

Report 244 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.

#### **5.5 Employee Survey**

Report 245 was submitted by the General Manager to advise the Board with an update on the results of the employee survey which was completed in October 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 attached Appendix 1 – Employee Survey Results; and
- (2) to issue Directors with the quarterly Employee Newsletter.

#### **Reports for Approval**

##### **6.1 Risk Register**

Report 246 was submitted by the General Manager to seek Board approval for the West Dunbartonshire Leisure Trust's (WDLT) Risk Register for the financial year 2019-2020.

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 the attached appendix; and
- (2) to approve the 2019-2020 Risk Register.

##### **6.2 Health and Safety Plan 2019 - 2020**

Report 247 was submitted by the General Manager to seek Board approval for the implementation of the West Dunbartonshire Leisure Trust's (WDLT) Health & Safety Plan for the financial year 2019 - 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 approve the content of the report; and
- (2) to approve the Health and Safety Plan for 2019 – 2020.

### **6.3 Investment Policy Opportunities**

Report 248 was submitted by the W.D.C Finance Manager to highlight options to the Board for investment of current surplus funds, with recommendations for approval for an updated Investment Strategy for 2019 - 2020.

Having heard the Finance Manager and General Manager in further explanation of the report, and in answer to Board Member's questions, the Board agreed:-

- (1) to approve the content of the report and attached appendices; and
- (2) to agree the draft Investment Policy and Investment Strategy for 2019/20 as noted within Appendix 1 of the report; and
- (3) to delegate authority to the General Manager to monitor fluctuations in the bank interest rates and in consultation with the Chair of the Audit & Risk Committee, decide whether to make alterations to the current investment arrangements as detailed in appendix 1 and to report any action taken to the next available Audit & Risk Committee; and
- (4) to the Finance Manager's suggestion that interest rate information be included in the budgetary report submitted to future Audit & Risk Committees.

### **Reports for Noting**

#### **7.1 Update of Board Sub Committees for the period 1 October to 31 December 2018**

Report 249 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 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. C.G. proposed that Directors submit agenda items to J.A. by **Wednesday 3 April 2019** for consideration.

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

The General Manager will distribute list of proposed presentation topics to Directors.

## 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)**

Signed:

A handwritten signature in cursive script, appearing to read 'Charlie Gibson', is written above a solid horizontal line.

Charlie Gibson (Chair)