

Agenda



Meeting of West Dunbartonshire Leisure Trust Board of Directors

Date: Thursday, 29 November 2018

Time: 6.00pm

Venue: Board Room,
WDLT Offices
Alexandria Community Centre,
Alexandria

Contact: Bobby Kerr,
Tel: 01389 757806, 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'.

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

WDLT General Manger
WDLT Company Secretary

WDLT Senior Management Team for information

Date of Issue: 16 November 2018

BOARD OF DIRECTORS MEETING NUMBER: 30 THURSDAY, 29 NOVEMBER 2018

AGENDA

- 1. Welcome, Introductions & Apologies**

- 2. Board Development Session – Gym Refurbishments**
Gym Refurbishments Presentation as part of the annual development sessions for Board Directors.

Presentation – presentation to follow

- 3. Declaration of Interest**
To receive declarations of interest by Directors relating to items contained within the agenda

- 4. Minutes of Meeting of 30 August 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 7 to 10

Reports For Monitoring

- 5.1 Financial Report**
Report to advise the Board on the financial performance of the revenue and capital budgets

Report No 229 – pages 11 to 14

- 5.2 Workforce Monitoring Report 2nd Quarter 2018/19**
Report to provide the Board with key employment information for the period 1 July to 30 September 2018 (2nd Quarter)

Report No 230 – pages 15 to 19

- 5.3 Performance Report 2nd Quarter 2018/19**
Report to advise the Board of the key performance areas for the trust for the period 1 July to 30 September 2018 (2nd Quarter)

Report No 231 – pages 21 to 48

- 5.4 Governance Arrangements**
Report to update the Board on the progression of legal requirements with regards to governance arrangements

Report No 232 – pages 51 to 65

5.5 Proposed Management Fee 2019/20

Report to advise the Board of the proposed Management Fee for 2019/20

Report No 233 – pages 67 to 69

5.6 Aquatics Strategy Six Monthly Update

Report to advise the Board of the progression of the Aquatics Strategy

Report No 234 – pages 71 to 76

5.7 Health & Safety Six Monthly Update

Report to advise the Board of the Health & Safety performance for the period 1 April to 30 September 2017

Report No 235 – pages 77 to 82

5.8 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 236 – pages 83 to 103

Reports for Approval

6.1 Draft Delivery Plan 2019/20

Report to seek Board approval for the Delivery Plan 2019/20.

Report No 237 – pages 105 to 130

6.2 Service Charges 2019/20

Report to seek Board approval for the Service Charges for 2019/20

Report No 238 – pages 131 to 135

6.3 Changes in Accounting Policies

Report to seek Board approval for a change in the current Accounting Policy on Tangible Fixed Assets and Depreciation to include Intangible Assets

Report No 239 – pages 137 to 138

Reports for Noting

7.1 Committees Update

Report to update the Board on Committees during the period 1 July to 30 September 2018

Report No 240 – pages 139 to 147

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 9 January 2019

9. Any other Competent Business

10. Next Meetings

- Appeals Committee: Wednesday 10 December 2018, 1.30pm
- Health & Safety Committee: Friday 25 January 2019, 1.30pm
- Audit & Risk Committee: Thursday 2 February 2019, 5pm
- Appeals Committee: Wednesday 13 February 2019, 1.30pm
- **Board Meeting: Thursday 21 February 2019, 6.00pm (Clydebank LC)**