

West Dunbartonshire Leisure Trust

Note of Board Meeting 23 May 2019

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

1. Welcome, Introductions and apologies

In the absence of Charlie Gibson (Chair) and Councillor Jim Finn (Vice Chair) Partner Director Councillor David McBride agree to chair the meeting.

2. Presentation

There followed a presentation from John Anderson, General Manager, on the proposed Strategic Planning session for Directors and the W.D.L.T. Management Team being held in the Head Office on Thursday 13 June

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 21 February 2019 and Matters Arising

Minutes were agreed as an accurate record.

Matters Arising

- Item 1 – Resignation of Employee Director James Docherty – J.A. announced that UNISON representative Tony Dempster had been nominated by the Trade Unions and this was agreed by the Board.
- Item 4 – 2019 – 2020 Management Fee – J.A. noted that the annual fee paid to W.D.L.T. had increased to take account of the 2018-2019 and 2019 – 2020 employee pay awards. He added that a balance budget for 2019 – 2020 had been achieved.
- J.A. noted that the interest rate paid to W.D.L.T. had fluctuated between 0.7% and 0.75% but that Finance Officers were confident it would stabilise

Reports for Monitoring

5.1 Workforce Monitoring (4th Quarter 1 January to 31 March 2019)

Report 250 was submitted by the General Manager to provide the Board with key employment information for the period 1 January to 31 March 2019, 4th 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.

5.2 Performance Report (4th Quarter 1 January to 31 March 2019)

Report 251 was submitted by the General Manager to advise the Board of the key performance areas for the Trust for the period 4th Quarter 1 January to 31 March 2019 – 4th 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 the attached appendices; and
- (2) for the General Manager to arrange a site visit for Directors to Mountblow Football Park when the project was complete.

5.3 Investment Projects Update

Report 252 was submitted by the General Manager to advise the Board of new projects/purchases the General Manager has approved 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 updated report and the progression of projects.

5.4 Business Strategy

Report 253 was submitted by the General Manager to advise the Board of the progression of the three year Business Strategy 2017 – 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 attached appendix.

5.5 Aquatics Strategy

Report 254 was submitted by the Sport Development Manager to provide the Board with an annual progress report regarding the impact of the implementation of the agreed priorities in West Dunbartonshire Leisure Trust's (WDLT) Aquatics Strategy (2017 – 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 appendices.

5.6 Health and Safety Annual Review 2018 - 2019

Report 255 was submitted by the Health and Safety Co-ordinator to advise the Board of Health and Safety performance during the twelve month period from 1 April 2018 to 31 March 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 additional information contained in the appendices.

Report for Approval

6.1 Banking Facility to West Dunbartonshire Leisure

Report 256 was submitted by the General Manager to seek approval from the Board for the signing of the attached Facility Letter and Extract of Board Resolution.

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) approve the signing of the Facility Letter (appendix 1) and Extract of Board Resolution (appendix 2).

Reports for Noting

7.1 Communications Policy

Report 257 was submitted by the General Manager to seek Board approval for the implementation of the Trust's Communications Policy.

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 attached appendix;

7.2 West Dunbartonshire British Sign Language Action Plan

Report 258 was submitted by the Sport Development Manager to provide the Board with information on West Dunbartonshire Leisure Trust's involvement in West Dunbartonshire Council's British Sign Language Action Plan.

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 attached appendix;
- (2) to review the text on the access video shown to Directors.

7.3 Scottish Association for Mental Health (SAMH) Physical Activity Charter

Report 259 was submitted by the General Manager to advise the Board of WDLT signing up to SAMH's Physical Activity Charter.

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 bring a further report highlighting the agreed Action Plan for the Directors attention.

7.4 Committee Update

Report 260 was submitted by the General Manager to provide the Board with an update and copies of all Committee minutes for the period 1 January to 31 March 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 additional information contained in appendices 1 and 2.

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 10 July 2019

9. Next Meetings

- Appeals Committee: Wednesday 12 June 2019, 1.30pm
- Health & Safety Committee: Friday 9 August 2019, 1.30pm
- Appeals Committee: Wednesday 14 August 2019, 1.30pm
- Audit & Risk Committee: Thursday 15 August 2019, 5pm
- **Board Meeting: Thursday 29 August 2019, 6.00pm (Clydebank LC).**

Signed:



David McBride (Chair)