

# West Dunbartonshire Leisure Trust

## Note of Board Meeting 29 August 2019

Present:	Charlie Gibson (CG) David McBride (DMcB) David Marshall (DM) David Smith (DS) William Hendrie (WH) Tony Waclawski (TW) Samantha Baird (SB) Tony Dempster (TD)	Independent Director (Chair) Partner Director Independent Director Independent Director Partner Director Independent Director Independent Director Employee Representative Director
Apologies:	Jim Finn (JF)	Partner Director (Vice Chair)
In Attendance:	John Anderson (JA) Fiona McGuigan (FMcG) Angela Wilson Malcolm Binnie Bobby Kerr (BK)	General Manager (WDLT) Company Secretary (WDLT) Strategic Director, (WDC) - Observer Strategic Lead, (WDC) - Observer Dev Officer (WDLT) (Minutes)

### 1. Welcome, Introductions and apologies

Charlie Gibson (Chair) welcomed everyone to the meeting. There were apologies from Jim Finn (Vice Chair). He also welcomed Tony Dempster, the new Employee Representative Director to his first meeting.

JA introduced West Dunbartonshire Council's Angela Wilson, Strategic Director, Transformation & Public Service Reform and Malcolm Binnie, Strategic Lead, Communications, Culture, Communities & Facilities. Malcolm has taken over the role of Partnership Officer following the retirement of Ronnie Dinnie. The Directors paid tribute to the role Ronnie played in setting up the Trust and the valuable assistance he offered throughout his period as the Council's Partnership Officer for the Leisure Trust.

### 2. Presentation

There followed a presentation from Fiona McGuigan, Company Secretary on the Leisure Centre Mystery Visit scheme. The presentation highlighted the process of the scheme and the valuable findings used to improve customer service after each visit.

### 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 23 May 2019 and Matters Arising**

Minutes were agreed as an accurate record.

##### Matters Arising

- Item 5.2 (2) – Director’s site visit to Mountblow Pavilion – JA noted that the venue’s opening had been delayed to vandalism at the site
- Item 7.2 (2) – review text on leisure centre Access Videos – JA noted that the Officer was proceeding with reviewing the text but also has trouble finding a sign language interpreter to appear on camera. TW offered to pass on contact information.

##### Reports for Monitoring

#### **5.1 Finance Report**

Report 261 was submitted by the General Manager and Gillian McNeilly, WDC Finance Manager to provide the Board on the financial performance of the departmental revenue budgets 2019/2020 for the period 1 April to 30 June 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 current position for revenue spend for quarter 1.
- (2) to ensure the terminology used to describe the monthly and six monthly fixed term interest rates with W.D.C accurately reflect that they are for those terms and not for an annual period.

#### **5.2 Workforce Monitoring (1<sup>st</sup> Quarter – 1 April to 30 June 2019)**

Report 262 was submitted by the General Manager to provide the Board with key employment information for the period 1 April to 30 June 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.
- (2) to explore with the WDLT HR Business Partner additional support for staff with musculo-skeletal injuries.

#### **5.3 Performance Report**

Report 263 was submitted by the General Manager to advise the Board of the key performance areas for the Trust for the period 1<sup>st</sup> Quarter 1 April to 30 June 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 to 4
- (2) to convey the Board's thanks to all the staff involved in making the recent events successful

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

Report 264 was submitted by the General Manager to advise the Board of the progression of Investment Projects which have previously been approved and to note the approval of the expenditure for the Server Migration at a cost of £13,500.

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; and
- (2) to note under delegated authority the Chair and Vice-Chair of the Audit & Risk Committee had approved the expenditure for the Server Migration as detailed in Appendix 5.

#### **5.5 Performance Measurement 2018 - 2019**

Report 265 was submitted by the General Manager to advise the Board with an update on the outcome of the Performance Measurement for 2018/19 and highlight the targets for 2019/20.

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.

#### **Report for Noting**

#### **6.1 Committee Update**

Report 266 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 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.

#### **7. 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 October 2019

## 8. Next Meetings

- **Annual General Meeting: Thursday 12 September 2019, 6pm (WDLT HQ)**
- Appeals Committee: Wednesday 16 October 2019, 1.30pm
- Health & Safety Committee: Friday 25 October 2019, 1.30pm
- Nominations & Performance Committee: TBA
- Audit & Risk Committee: Thursday 14 November 2019, 5pm
- **Board Meeting: Thursday 28 November 2019, 6.00pm (Clydebank LC)**

Signed:



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Charlie Gibson (Chair)