



Agenda

Meeting of West Dunbartonshire Leisure Trust Board of Directors

Date: Thursday, 28 November 2019

Time: 6.00pm

Venue: Clyde Suite
Clydebank Leisure Centre
Queens Quay
Clydebank
G81 1BF

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', with a checkmark-like flourish at the end.

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
Tony Dempster, WDLT Employee Representative Director

WDLT General Manger
WDLT Company Secretary
WDC Partnership Officer

WDLT Senior Management Team for information

Date of Issue: 21 November 2019

**BOARD OF DIRECTORS MEETING NUMBER: 34
THURSDAY, 28 NOVEMBER 2019**

AGENDA

1. Welcome, Introductions & Apologies

2. Declaration of Interest

To receive declarations of interest by Directors relating to items contained within the agenda

3. Minutes of Meeting of 29 August 2019 & 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

4.1 Financial Report

Report to advise the Board on the financial performance of the revenue and capital budgets

Report No 271 – pages 11 to 15

4.2 Workforce Monitoring Report 2nd Quarter 2019/20

Report to provide the Board with key employment information for the period 1 July to 30 September 2019 (2nd Quarter)

Report No 272 – pages 17 to 21

4.3 Performance Report 2nd Quarter 2019/20

Report to advise the Board of the key performance areas for the trust for the period 1 July to 30 September 2019 (2nd Quarter)

Report No 273 – pages 23 to 53

4.4 Governance Arrangements

Report to update the Board on the progression of legal requirements with regards to governance arrangements

Report No 274 – pages 55 to 56

4.5 Aquatics Strategy Six Monthly Update

Report to advise the Board of the progression of the Aquatics

Strategy Report No 275 – pages 57 to 69

4.6 Health & Safety Six Monthly Update

Report to advise the Board of the Health & Safety performance for the period 1 April to 30 September 2019

Report No 276 – pages 71 to 77

4.7 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 277– pages 79 to 91

Reports for Approval

5.1 Draft Management Fee 2020/21

Report to advise the Board of the proposed Management Fee for 2020/21 from West Dunbartonshire Council (WDC) and to approve the saving options required to deliver a balanced budget

Report No 278– pages 93 to 98

5.2 Service Charges 2020/21

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

Report No 279 – pages 99 to 106

5.3 Reserves Policy

Report to seek Board approval for the revised Reserves

Policy Report No 280 – pages 107 to 110

5.4 Business Strategy 2020 - 2023 & Delivery Plan 2020/21

Report to seek Board approval for the 2020 - 2023 Business Strategy and the Delivery Plan 2020/21

Report No 281 – pages 111 to 140

Reports for Noting

6.1 Mental Health Charter for Physical Activity & Sport Action Plan

Report to update the Board on the Trust's Action Plan for the Mental Health Charter for Physical Activity and Sport

Report No 282 – pages 141 to 149

6.2 Committees Update

Report to update the Board on Committees during the period 1 July to 30 September 2019

Report No 283 – pages 151 to 158

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 January 2019

8. Any other Competent Business

9. Next Meetings

- Appeals Committee: Wednesday 11 December 2019, 1.30pm
- Health & Safety Committee: Friday 24 January 2020, 1.30pm
- Audit & Risk Committee: Thursday 6 February 2020, 5pm
- Appeals Committee: Wednesday 12 February 2020, 1.30pm
- **Board Meeting: Thursday 20 February 2020, 6.00pm (WDLT HQ)**