

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held at Dundee on 27th March, 2019.

Present:-

Sinclair AITKEN  
George LAIDLAW  
Ian MATHERS  
Caroline DOCHERTY

Michael MARRA  
Stewart MAXWELL  
Moirra METHVEN  
Greg COLGAN  
Stewart MURDOCH

Will DAWSON  
Gillian EASSON  
Christina ROBERTS  
Louis LEE

In attendance:-

Graham WARK, Head of Sports and Leisure  
Judy DOBBIE, Head of Library and Information Services  
Paul HENEHAN, Service Manager, Support Services  
Billy GARTLEY, Head of Cultural Services

Sinclair AITKEN, Chairperson, in the Chair.

Prior to the commencement of business, discussion was led on succession planning for the Board.

A report was tabled by the Managing Director highlighting forthcoming changes to Board membership and outlining suggested strategies to manage this effectively.

The Board noted and discussed the content of the report.

Thereafter, the Board were given an opportunity to discuss issues of concern.

It was noted that there appeared to be minor IT issues concerning the Leisure & Culture Dundee website and it was agreed that this be raised with the Head of Library and Information Services.

Concern was also raised regarding the adequacy of the Management Fee. The L&CD position statement regarding ethos and values adopted in 2013 should be revisited.

## **I WELCOME/DECLARATIONS OF INTEREST AND APOLOGIES**

The Chairperson welcomed Trustees to the meeting.

Standing Declarations of Interest - Stewart Murdoch and Greg Colgan as employees of Dundee City Council.

## **II APPROVAL OF PREVIOUS MINUTES**

- (i) APPROVAL OF MINUTE OF LEISURE & CULTURE DUNDEE BOARD MEETING HELD ON 13TH FEBRUARY, 2019

The above mentioned minute was submitted and approved.

- (ii) PRE-BOARD DISCUSSION HELD ON 13TH FEBRUARY, 2019 – ACTION POINTS AGREED

Action points from the Pre-Board Discussion held on 13th February, 2019 were submitted and noted.

## **III MATTERS ARISING**

There were no matters arising.

## **IV FINANCE AND BUSINESS DEVELOPMENT**

(i) MINUTE OF LEISURE & CULTURE DUNDEE FINANCE COMMITTEE (AND BOARD) HELD ON 27TH FEBRUARY, 2019

The unapproved minute of the Finance Committee and Board held on 27th February, 2019 was submitted and approved.

(ii) MINUTE OF LEISURE & CULTURE DUNDEE FINANCE COMMITTEE (AND BOARD) HELD ON 20TH MARCH, 2019

The unapproved minute of the Finance Committee and Board held on 20th March, 2019 was submitted and approved.

(iii) LEISURE & CULTURE DUNDEE 2019/20 REVENUE BUDGET SAVINGS PROPOSALS

There was submitted Confidential Report L&CD10-2019 by the Head of Support Services seeking approval for savings proposals and the Final 2019-20 Revenue Budget.

The Finance Committee Chair gave the Board an overview of the current financial position of the Board. The current and year end deficit was ahead of the budgeted deficit which was an extremely positive achievement.

In order to deliver a balanced budget in financial year 2019/20, Leisure & Culture Dundee would need to find savings of £867,589.

Savings options had been discussed at the Leisure & Culture Dundee Board meeting on 13th February, 2019 and agreed at Finance Committee and Special Board Meeting on 27th February 2019 which totalled £469,000.

This would leave a shortfall in the savings required to produce a balance base budget of £398,589.

Various measures which would assist in balancing this budget were outlined, including various one-off payments across services, re-designation of allocated reserves and designated funding.

It was noted that budget setting across services had also been refigured to reflect current year projections. Furthermore, OSCR guidance regarding reserves were being adhered to, in that the best interest of the Trust was being fulfilled.

The Board therefore agreed to:

- (i) Note the 2019/20 Management Fee agreed by Dundee City Council and the total savings required to cover the cost pressures in financial year 2019/20 (Appendix 1);
- (ii) Note the savings options totalling a full year effect of £496,000, previously discussed under report L&CD 04-2019 at Leisure & Culture Dundee Board meeting of 13th February, February 2019, and agreed at Finance Committee and Special Board Meeting on 27th February (Appendix 2);
- (iii) Approve the Review of Charges 2019/20 as detailed in Appendix 3;
- (iv) Approve the 2019/20 Revenue Budget (Appendix 4), noting the budget deficit of £398,589, being the difference between the cost pressures and the savings approved to date, after the application on the increase in Management Fee from Dundee City Council;
- (v) Note the one-off, in year options to reduce/cover the budget deficit (Appendix 5);
- (vi) Discuss further options to close the budget deficit in 2019/20, and on a recurring basis from 2020/21 onwards; and

- (vii) Instruct the Senior Management Team to produce separate reports on a monthly basis to monitor the performance towards achievement of the proposed savings in order to raise any issues with Dundee City Council/Leisure & Culture Dundee Review Group.

#### **IV DESIGNATED FUNDS**

There was submitted Report No L&CD09-2019 by the Managing Director seeking approval for amendments to the designated funds held by Leisure & Culture Dundee.

The Board agreed that the funds designated for a community extension to Broughty Ferry Library be released on the understanding that these would be replaced by an allocation in the City Council's Capital Plan and used as a change fund for the purposes of managing the predicted financial deficit in the 2019/20 financial year and, as required in the 2020/21 financial year.

#### **V HR AND EQUALITIES**

- (i) UNAPPROVED MINUTE OF HR AND EQUALITIES COMMITTEE HELD ON 13TH MARCH, 2019

The unapproved minute of the HR and Equalities Committee was submitted and noted.

It was agreed to delegate authority to the HR and Equalities Committee and the Board Chair to approve reports currently in draft form relating to Library staffing and Leisure and sport staffing changes.

- (ii) LEISURE & CULTURE DUNDEE MANAGING WORKFORCE CHANGE

There was submitted Report No L&CD06-2019 by the Managing Director, seeking approval of a policy on Managing Workforce Change, a new Voluntary Early Retirement/Voluntary Redundancy Scheme and of revisions to policies on Flexible Retirement and Cash Conservation which support that policy.

The Board approved the terms of the report and of the Voluntary Early Retirement Scheme and amended policies for Flexible Retirement and Cash Conservations shown at its appendices.

- (iii) LEISURE & CULTURE DUNDEE TRADE UNION BUDGET AND POLICY BRIEFING

The minute of meeting held on 21st March, 2019 was submitted and noted.

#### **VI HEALTH & SAFETY AND PROPERTY**

- (i) UNAPPROVED MINUTE OF LEISURE & CULTURE DUNDEE HEALTH & SAFETY AND PROPERTY COMMITTEE HELD ON 14TH MARCH, 2019.

The unapproved minute of Leisure & Culture Dundee Health & Safety and Property Committee held on 14th March, 2019 was submitted and noted.

#### **VII BOARD AND GOVERNANCE CHANGES**

- (i) RESIGNATION FROM THE BOARD OF GILLIAN EASSON (LEAD TRUSTEE FOR CULTURAL SERVICES) AND CAROLINE DOCHERTY

The Chair advised members that Gillian Easson and Caroline Docherty had indicated that they would resign with immediate effect due to personal circumstances.

The Chair paid tribute to Gillian and Caroline for their work as Trustees and wished them well for the future.

## **VIII LEAD TRUSTEE UPDATES**

The Extended Management Team Information Exchange March 2019 was submitted and noted.

### **(i) LEAD TRUSTEES GROUP**

There was submitted the minute of meeting held on 31st January, 2019 which was submitted and noted.

### **(ii) LEISURE AND SPORT SERVICES**

Field visits had taken place across the service which had been extremely beneficial. A new partnership agreement had been reached to extend the Active Schools Service for another four years. The former Scientific Services building within the grounds of the DISC would be demolished shortly.

Unfortunately services remained unavailable at Braeview Academy due to the fire.

### **(iii) LIBRARY AND INFORMATION SERVICES**

Digitisation of items for Find My Past had now commenced.

Field visits had also taken place at Whitfield and Hub Libraries, which had been very informative. Coldside Library was preparing for its renovation and users were satisfied with the temporary arrangements which had been put in place.

The library survey was now closed and analysis of its content was underway.

### **(iv) CULTURAL SERVICES**

The British Association of Friends of Museums had announced that they were to hold their annual conference in Dundee in 2020.

The McMenance Campaign had been runner-up in a marketing awards event, and was nominated for another award in London.

External funding of £65,000 had been secured for each of the next three years from an external source, and the audio tour for McManus would go live next week.

## **IX MENZIESHILL COMMUNITY HUB MANAGEMENT ARRANGEMENTS**

### **(i) A report was to be prepared by Dundee City Council for leasing arrangements for the library at Menzieshill Community Hub.**

It was noted by the Board that the charging structure for this facility would be harmonised in line with other facilities operated by Leisure & Culture Dundee on behalf of the Council.

Leasing arrangements for the Regional Performance Centre were also being developed.

The Board agreed that Delegated Authority be given to the Chair and Managing Director to approve any leases between Board meetings, in consultation with the Chair of the Finance Committee.

### **(ii) UNESCO**

It was reported that the UNESCO Team had secured £170,000 of external funding, which would be used to hold the design festival in May. This would be held in the Keiller Centre and would focus on how spaces such as this could contribute to the design and economy of the City.

## **X DATES OF FUTURE MEETINGS**

### **(i) L&CD BOARD MEETING – WEDNESDAY, 5TH JUNE, 2019**

CAIRD HALL CONFERENCE ROOM 6, 1 SHORE TERRACE, DUNDEE, DD1 3AH

2.00 pm – 3.00 pm: Refreshments and Pre Board Discussion

3.00 pm – 4.30 pm: Board Business

Sinclair AITKEN, Chairperson.