

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held at Dundee on 26th May 2021.

Present: -

Ian MATHERS
George LAIDLAW
Stuart CROSS
Michael MARRA
Moira METHVEN

Moira METHVEN
Judy DOBBIE
Will DAWSON
Christina ROBERTS
Robert EMMOTT

Anna DAY
Nasreen MOHAMMED

In attendance: -

Paul HENEHAN, Service Manager, Support Services
Graham WARK, Head of Sports and Leisure
Billy GARTLEY, Head of Cultural Services
Jayne GAIR, Head of Libraries and Information Services

Apologies for absence had been intimated from Sinclair Aitken and Joanne Scobie.

Ian MATHERS, Vice Chair, in the Chair.

I WELCOME/DECLARATIONS OF INTEREST AND APOLOGIES

The Chair welcomed those present to the meeting.

Standing Declarations of Interest: Judy Dobbie and Robert Emmott as employees of Dundee City Council.

Stuart Cross as a Board Member of OSCR.

II MINUTES

(i) Minute of Meeting held on 31st March, 2021

The above minute was submitted and approved accordingly with agreed amendments from Councillor Marra under Article III (i).

III MATTERS ARISING

(i) Amendment to Constitution

The Board were advised that as a result of the COVID-19 pandemic and restrictions put in place round social gatherings and social distancing, the Office of the Scottish Charity Regulator (OSCR) gave special dispensation for Scottish charities to conduct any formal business meetings, including Board meetings and standing committees, by digital means.

This special dispensation was extended to 30th March 2021, and should charities continue to choose to meet by digital means or by a mixture of digitally and in person, the charities constitution required to be updated to reflect this.

At its meeting on 31st March 2021, the Leisure & Culture Dundee Board agreed to an updating of its constitution wording to allow all Board and sub-committee meetings to be held either digitally, in person or as a hybrid of the two.

The current wording in clause 97 of the Leisure & Culture Dundee constitution under **Procedure at board meetings** was as follows:

A charity trustee may participate in a board meeting (or a meeting of a committee of charity trustees) by means of a conference telephone, video conferencing facility or similar communications equipment whereby all the charity trustees participating in the meeting can hear each other; a charity trustee participating in a meeting in the manner shall be deemed to be present in person at the meeting.

Having checked with Dundee City Council Legal Department, the above wording would be sufficient to fulfil the requirement however, in order to put the matter beyond all doubt, the clause could be amended to read (changes highlighted):

***All/any charity trustee** may participate in a board meeting (or a meeting of a committee of charity trustees) by means of a conference telephone, video conferencing facility or similar communications equipment whereby all the charity trustees participating in the meeting can hear each other; a charity trustee participating in a meeting in the manner shall be deemed to be present in person at the meeting.*

The Board agreed that the Leisure & Culture Dundee constitution be amended, as per above, and further to allow the change to the constitution to proceed through the Dundee City Council approval process and forwarded to OSCR once/ if agreed.

IV FINANCE AND BUSINESS DEVELOPMENT

(i) Annual Report and Accounts 2019-20

- (a) The reports and Annual Accounts for 2020 were submitted.

David Taylor of Henderson Loggie, and Paul Henehan, Head of Support Services, spoke to the accounts, which showed a trading loss of £294k which resulted in an increased surplus from the previous year. Cashflow had reduced compared to the previous year but overall net funds were similar to those in the previous accounting period. The report highlighted why it considered Leisure and Culture Dundee still to be a going concern, which was based on the Letter of Comfort provided by Dundee City Council.

The Board noted the positivity in the report agreed to approve the accounts for submission to the AGM.

- (b) Audit Findings Report

The above report was submitted and noted.

- (c) Statutory Accounts Reconciliation Pre-Post FRS102

The above report was submitted and noted.

- (d) Letter of Representation

The above was submitted and approved for signature.

- (e) Letter of Comfort

The Board noted that the Letter of Comfort was still to be finalised but would be available to the AGM.

(ii) Confidential Report L&CD 18-2021 – Leisure & Culture Dundee Updated Budget 2021-22

There was submitted Report No L&CD18-2021 by the Head of Support Services providing any updated Revenue budget which had been amended from the base budget for the projected financial implications of COVID-19 and recommending this for submission to the Board for approval.

The Head of Support Services spoke to the report and the Finance Committee were given an opportunity to ask questions regarding its content.

Thereafter the Board agreed to note the adjustments made in the updated 2021-22 Revenue Budget to take account of the projected financial impact of COVID-19 on the organisations, and the projected additional income from the Job Retention Scheme, and for the submission of the report to the Board.

The Board also agreed that the Updated Budget would be a standing item on the agenda for future meetings.

V HR AND EQUALITIES

(i) Establishment Change Note – Outdoor Learning Worker – Fixed Term

Approval was sought to recruit a full time Outdoor Learning Worker (Grade 8) on a 12- month fixed term contract. Over the past 2 years, additional service delivery hours to cover work commissioned through Pupil Equity Fund had been covered through establishment of a fixed term part time (14.8 hrs pw) Outdoor Learning Worker post and this was due to expire on 3rd November 2021 in addition to engaging freelance and sessional staff.

This request was to help meet increased service demand from school establishments who were buying additional outdoor learning intervention programmes during the academic year and investment by schools from Pupil Equity Funding. Due to this continued investment from various schools for academic year 21/22, amounting to over £50k at this time, and need to continue employing same freelance coaches on a recurring and ongoing pattern to the hours worked, it was proposed to establish a full-time fixed term post to cover this work.

The Board approved the following fixed term changes to the establishment: -

New Post - Outdoor Learning Worker, Grade 8 (£26,354 - £30,926), 37 hours per week, fixed term for 12 months from 1st June 2021.

VI AOCB

(i) Resignation of Member

Councillor Marra intimated that following his recent election to Holyrood as an MSP. he would be standing down from the board. Councillor Marra noted that he had greatly enjoyed his time working with all Trustees and greatly admired their service and passion for the city and her people.

On behalf of the Board, the Vice Chair congratulated Councillor Marr on his recent appointment and thanked him for his service as a Board member.

VII DATE OF NEXT MEETING

(i) 9th AGM of Members of Leisure & Culture Dundee

Wednesday, 2 June 2021 at 2.00 pm via Video Conference.

(ii) Post AGM L&CD Board Meeting

Wednesday, 2 June 2021 at 2.45 pm via Video Conference.

Ian MATHERS, Vice Chair