

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held at Dundee on 3rd October, 2018.

Present:-

Sinclair AITKEN  
Richard McCREADY  
Ian MATHERS

Greg COLGAN  
Stewart HUNTER  
Will DAWSON  
George LAIDLAW

Stewart MAXWELL  
Gillian EASSON  
Stewart MURDOCH

In attendance:-

Graham WARK, Head of Sports and Leisure  
Judy DOBBIE, Head of Library and Information Services  
Billy GARTLEY, Head of Cultural Services  
Paul HENEHAN, Head of Support Services  
Louis LEE, Youth Trustee, to be appointed at AGM

Apologies for Absence:-

Caroline DOCHERTY  
Moirra METHVEN

Sinclair AITKEN, Chairperson, in the Chair.

Prior to the commencement of business the Board were given an update on the Leisure & Culture Dundee future plans to best ensure optimal representation with stakeholders and interested parties.

Within each service a mapping exercise had taken place to establish existing relationships with service users/governing bodies, and any mechanisms for engagement that were in place. This was demonstrated across the services for members' information, and a proposal was put forward for the future benefit of all. A Lead Trustees group would be created and it was envisaged that this would bring services together, particularly across performance monitoring, help to create strategies for future goals. The Board would also form short-life sub groups to react to emerging issues in a pro-active manner.

The Board discussed the merits of creating a Lead Trustees' group, with consensus being that this was an innovative approach and that if the group operated effectively then they could add value to existing decision making processes.

It was agreed that a copy of the presentation would be shared with members and that any thoughts on this issue would be shared with management to enable them to formulate a more robust plan.

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

The Chair welcomed those present to the meeting, in particular to the new youth trustee, Louis Lee. All members introduced themselves to Louis and gave a brief outline of their role within Leisure & Culture Dundee. Louis' role would be formally intimated on the agenda also.

The following declarations of interest were noted:-

Standing declaration of interest - Stewart Murdoch as an employee of Dundee City Council  
- Greg Colgan as an employee of Dundee City Council

## **II BOARD BUSINESS**

### **(i) BOARD VACANCY – APPOINTMENT OF YOUNG TRUSTEE**

It was reported to Dundee City Council Policy and Resources Committee on 24th September, 2018 that there was a vacancy on the Board of Trustees of Leisure & Culture Dundee for Independent Charity Trustees.

It was further reported that, at its meeting in June, the Board of Leisure & Culture Dundee agreed that, in response to the designation of 2018 as Scotland's Year of the Young Person, the current vacancy for the position of Independent Trustee should be filled by a person between the ages of 18 and 25. A recruitment process had been conducted over the summer and, following interviews, it was recommended to Dundee City Council that Louis Lee be appointed for a one year term. Louis had been a volunteer in the Central Library, was a student at Dundee and Angus College and would bring a wide range of experience to the role.

The Board noted that Dundee City Council had accepted the above recommendation and appointed Louis Lee accordingly.

### **(ii) L&CD/DCC REVIEW GROUP UPDATE**

It was noted that an update on the DCC/L&CD Review Group had previously been discussed at the Pre-Board session. The programme of work is on-going.

## **III APPROVAL OF PREVIOUS MINUTES**

### **(i) APPROVAL OF MINUTE OF LEISURE & CULTURE DUNDEE BOARD MEETING HELD ON 1ST AUGUST, 2018**

The above minute was submitted and accepted as a correct record.

## **IV MATTERS ARISING**

There were no matters arising.

## **V FINANCE AND BUSINESS DEVELOPMENT**

### **(i) ANNUAL REPORT AND ACCOUNTS 2017/18**

#### **(a) ANNUAL ACCOUNTS AND REPORTS 2017/18 – REPORT AND FINANCIAL STATEMENT FOR YEAR ENDING 31ST MARCH, 2018**

The report and accounts for the year to 31st March, 2018 were submitted.

Before taking account of FRS 102 pension adjustments the deficit on unrestricted funds amounted to £2,037,697. After accounting for the FRS 102 adjustments, the surplus on unrestricted funds for the year to 31st March, 2018 was £11,586,408. Restricted funds had a deficit of £83,571 for the year.

The Board agreed that the accounts demonstrated that Leisure & Culture Dundee had continued to become more efficient by generating income and controlling expenditure.

### **(b) AUDIT FINDING REPORT**

The above report from Henderson Loggie was submitted and noted.

### **(c) RECONCILIATION BETWEEN MANAGEMENT ACCOUNTS AND STATUTORY ACCOUNTS**

The above report was submitted and noted.

**(d) STATUTORY ACCOUNTS RECONCILIATION**

The above report was submitted and noted.

**(e) LETTER OF REPRESENTATION**

The Letter of Representation to the External Auditors was submitted and noted.

**(ii) CONFIDENTIAL MINUTE OF LEISURE & CULTURE DUNDEE FINANCE COMMITTEE HELD ON 29TH AUGUST, 2018**

The above minute was submitted and accepted as a correct record.

**(iii) MINUTE OF LEISURE & CULTURE DUNDEE FINANCE COMMITTEE MEETING HELD ON 26TH SEPTEMBER, 2018**

The above minute was submitted and accepted as a correct record.

**(iv) REVENUE BUDGET 2018-2019 POSITION**

The Board were advised that the projected financial position based on the five months to 31st August, 2018 was a projected deficit of £226,620. The Board having previously agreed to subsidise the current year budget by £153,000 from reserves.

Service Heads were to scrutinise budget headings and streamline/enhance services to continue to try to bring down this overspend.

Furthermore, discussions on two new income generating sources were continuing to be progressed which would assist in lowering the overall deficit by up to £70,000.

However, the approved budget included a contribution of £65,000 from DCC towards the costs of concessions. The Review Group had been advised that this would not be available going forward. The effect of non-receipt of this income would take the current year projected deficit up to around £291,000 based on August figures.

**VI BUSINESS RISK ASSESSMENT UPDATE**

The Board agreed to accept the Business Risk Assessment document subject to minor amendments. Once made, this would be uploaded to the Google Drive.

**VII CAPITAL PROJECTS****(i) CAPITAL PROJECTS BOARD**

The Board had now met and agreed that priority would be given to progressing the Golf Driving Range and Clip & Climb.

Reference was also made to ongoing progress with other projects including Coldside Library and the Regional Performance Centre.

**VIII CHRISTMAS AND NEW YEAR OPENING HOURS**

The Board agreed to defer this item.

**IX LEAD TRUSTEES UPDATES****(i) HEALTH AND SAFETY AND PROPERTY COMMITTEE**

The minute of Leisure & Culture Dundee Health and Safety and Property Committee held on 13th September, 2018 was submitted and noted.

(ii) HUMAN RESOURCES AND EQUALITIES COMMITTEE

(a) The minute of Human Resources and Equalities Committee held on 19th September, 2018 was submitted and noted.

(b) MOVE MORE OFFICER

There was submitted Leisure & Culture Dundee ECN25-2018 which advised the Board that, following a successful three years of the MacMillan Move More programme, the permanent establishment of the post of Move More Development Officer was requested. This post would continue to develop the work undertaken in the Move More programme in partnership with Macmillan and further the work of the Health & Well-being Hub. MacMillan has committed to the continuation of the partnership with Leisure & Culture Dundee to work in Dundee with a further financial investment to the Leisure & Support Service.

The sustainability plan for the post was designed three years ago and had matured to the expected point of generating the balance of funding to make the post permanent. This area of membership would continue to grow with a subsequent increase in income resulting in the post being self-financing in some 18 months and surpluses being generated in the following years.

The Board approved the following permanent changes to the staffing establishment.

Post 742033 – Macmillan Development Officer, Grade 8, 37 hours per week fixed term to 4th October, 2018, to be re-designated Move More Development Officer and established on a permanent basis.

(iii) CULTURAL SERVICES

The Dundee Musicians Award 2018-19 was now open for applications. The Award was established in 2008 to support the work of outstanding Dundee-based musicians by awarding grants towards the costs involved in creating new work in any genre, research and professional development with grants of up to £500 available.

The awards supported projects that looked at creative development through collaborations, working with new partners, or new producers.

This year with the support of Dundee Place Partnership there was also an opportunity for Dundee based musicians to apply to a mentoring scheme. The programme would support one successful applicant to develop and progress their creative practice over 12 months.

Visitors to the McMenace Exhibition had now exceeded 80,000, the highest ever figure for a comic exhibition in the UK. "Minnie Lisa" had now been included in the exhibition which was extremely likely to attract additional visitors.

Mills Observatory had re-opened for the winter season with a programme of events for visitors planned.

(iv) LIBRARY & INFORMATION SERVICES

A new programme had been launched that invited people in Dundee to tell their personal stories, whilst developing important digital skills.

People would be supported specifically to create their own digital stories about the personal experiences important to them. Participants would use digital technology such as tablets, microphones and editing software to produce a narrated story, accompanied by photographs and visual footage. Each story would then be narrated and edited by its creator.

A wellbeing garden was being created on the top floor of Central Library which would benefit all users.

Ongoing issues with Photopolis were in the process of being resolved.

(v) **LEISURE AND SPORT SERVICES**

Attendances remained consistent across all facilities.

Leisure & Culture Dundee had been awarded a grant of £25,000 to promote cycling for staff members. The grant would be used to provide access to cycles/bike shelters and also the purchase of electric bicycles.

Concerns had been raised with the media regarding the pricing structure at the new Menzieshill Community Centre, however it was noted that all efforts were made to ensure that consistency for pricing was applied across all Leisure & Culture (Dundee) facilities, and this would be no different for the new centre.

**X AOCB**

(a) **PLANNING APPLICATION – 2 SHORE TERRACE**

At this point, Councillors Hunter, Dawson and McCready left the meeting and took no part in any discussions. The Managing Director briefed members on a current planning application for an unrestricted seating area at 2 Shore Terrace, noting that Leisure & Culture Dundee had received neighbour notification in respect of this. Following discussion it was considered that this application was contrary to L&CD's clean air policy therefore a formal objection to the application would be submitted on behalf of the Board.

**XI DATES OF FUTURE MEETINGS**

(i) **L&CD Seventh AGM – Wednesday, 14th November, 2018 (in Dundee Contemporary Arts)**

12.30 pm – Lunch and Long Service Award Presentations

1.00 pm – AGM

1.30 pm – Post AGM L&CD Board Meeting

(ii) **L&CD/DCC Annual Review Meeting – Wednesday, 5th December, 2018**

1.00 pm to 2.00 pm (sandwich lunch) – Caird Hall Conference Room 6

(iii) **L&CD Board Meeting – Wednesday, 5th December, 2018 (Caird Hall Conference Room 6)**

2.00 pm – 3.00 pm Andrea Quinn, Geelox – Feedback on Organisational Development and Efficiency Projects

3.00 pm – 4.30 pm Board Business

Sinclair Aitken, CHAIRPERSON.