

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held remotely on 1st December 2021.

Present: -

Judy DOBBIE
Anna DAY
Stuart CROSS

Robert EMMOTT
Christina ROBERTS
Charlie MALONE

Moira METHVEN
Nasreen MOHAMMED
Sue MOODY

In attendance: -

Jayne GAIR, Head of Libraries and Information Services
Paul HENEHAN, Head of Support Services
David TAYLOR, Henderson Loggie (Article II a-d only)

Apologies for absence had been intimated from Ian Mathers, Will Dawson and George Laidlaw.

Moira METHVEN, Chairperson, 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.

Apologies were noted as above.

II L&CD ANNUAL REPORT AND ACCOUNTS 2020/21

(a) Report and Financial Statement for Year ending 31 March 2021

The reports and Annual Accounts for 2020/21 were submitted. David Taylor of Henderson Loggie, and Paul Henehan, Head of Support Services, spoke to the accounts, which showed a loss of £278k before taking account of pension adjustments. There was a fluctuation from the previous year regarding pension figures however this was not a major concern. It was noted that the narrative regarding the risk policy and reserves policy would be expanded prior to submission to the Board. 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 Leisure & Culture Dundee was considered to still be a going concern, based on the Letter of Comfort provided by Dundee City Council.

(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 Comfort

The above draft letter was submitted and approved, subject to minor amendments, and subject to its approval by Dundee City Council.

III MINUTES

(i) MINUTE OF MEETING HELD ON 29th SEPTEMBER, 2021

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

III MATTERS ARISING

(i) CONFLICT OF INTEREST/REGISTER OF INTEREST POLICY

The Managing Director advised that a policy for senior officers/Managing Director would be incorporated into the existing policy. Contact was also being made with individual Board members to allow individual registers to be updated accordingly.

(ii) SCOTINFORM REPORT - UPDATE

The Managing Director advised that reports regarding the individual service areas had been obtained. These had been shared with the individual teams to ensure actions arising could be progressed. Thereafter, a report would be produced which incorporated both individual and full report recommendations, to be shared with the Board for discussion.

Action: Judy Dobbie

(iii) BOARD RECRUITMENT PROCESS - UPDATE

The Managing Director advised that the Appointments Committee had now met and was recommending the appointment of two new Trustees. These appointments were to be reported to the City Council for approval on 6th December 2021, after which they would be reported to the AGM on 15th December 2021.

(iv) DCC COMMUNITY HUB PROJECT - UPDATE

The Managing Director reported that this project was currently on hold due to further discussion regarding key issues being required.

IV FINANCE AND BUSINESS DEVELOPMENT

(i) REVENUE BUDGET MONITORING 2021/2021

A copy of the financial position as at 31st October 2021 was submitted and noted.

Within this period there was a deficit of £176K, and comparison to previous periods was provided.

The projected financial position for the full year remained on budget. There had been movements in expenditure with slippage in staff costs of around £61k (projected at the moment) which was reflected in the total expenditure figure.

An interim invoice of £1.4m in respect of the additional financial support had been agreed with Dundee City Council to cover the first six months of lost income. This would be reflected in the figures in the next report. This figure does not reflect any reduction in costs. Further invoices for Q's 3 & 4 will take account of reduction in expenditure.

An additional report would also be produced which would highlight the financial implications of the Olympia closure for this financial period until its re-opening, and the Board was agreed that it was imperative that all costs were kept to a minimum level. Also, Leisure Active memberships based at Olympia would be monitored closely.

Action: Paul Henehan

- (ii) UNAPPROVED MINUTE OF FINANCE COMMITTEE HELD ON 24TH NOVEMBER 2021

The above approved minute was submitted for information and record purposes.

It was noted that progress with the Grounds Maintenance and Purchase of Equipment Budget was being progressed by Paul Henehan/Robert Emmott.

Action: Paul Henehan/Robert Emmott

V HR AND EQUALITIES

- (i) UNAPPROVED MINUTE OF L&CD HR AND EQUALITIES COMMITTEE OF 17TH NOVEMBER, 2021

The above unapproved minute was submitted for information and record purposes.

Clarification was provided regarding Equality and Diversity training, which was to be rolled out to all Trustees and senior management in early 2022.

The Board welcomed the potential for a hybrid model of working and it was noted that although this would be progressed in conjunction with existing flexible working policies, due to the front facing nature of many staff members, careful consideration of a hybrid model would be required.

- (ii) REVISED REMIT OF HR AND EQUALITIES COMMITTEE

A copy of the revised remit for the HR and Equalities Committee was submitted and approved.

VI HEALTH & SAFETY AND PROPERTY

- (i) UNAPPROVED MINUTE OF HEALTH & SAFETY AND PROPERTY COMMITTEE HELD ON 7TH OCTOBER, 2021

The above unapproved minute was submitted for information and record purposes.

A query was raised regarding the relocation of staff from Shore Terrace in respect of split site working and concerns raised that this may affect the hoped-for ethos of cross organisational working. Assurances were given by the Managing Director that careful consideration had been given to the Wellgate site. Split site working would be on an interim basis until works were completed.

- (ii) HEALTH AND SAFETY POLICY MANAGEMENT FRAMEWORK

The Framework was submitted and approved.

VII GOVERNANCE OF LEISURE & CULTURE DUNDEE

- (i) INTERNAL AUDIT – L&CD GOVERNANCE 2021 – UPDATE

It was reported that the recommended quick fixes had been identified and actioned. Other areas for action i.e. current operation arrangements/existing committees and sub committees would be progressed in due course.

Action: Judy Dobbie

- (ii) AUDIT OF BOARD SKILLS AND EXPERIENCE MATRIX

A report detailing the skills and experience of Board members was submitted by the Managing Director.

The Board noted the content of the Matrix.

(iii) L&CD STRATEGIC PRIORITIES SESSION

The Managing Director submitted a summary report detailing the findings of the Strategic Priorities session. It was noted that the output from the day would be used by the Managing Director to prepare the first draft of a Strategic Plan.

Action: Judy Dobbie

(iv) AMENDMENTS TO CURRENT GOVERNANCE STRUCTURE

There was submitted report L&CD 25-2021 by the Managing Director proposing amendments to the current governance structure in terms of committees and sub groups.

The Board agreed: -

- (i) the amendments proposed in this report; and
- (ii) the circulation of appendix 1 to the report for completion by Trustees to inform this process.

It was also agreed that a working group be formed to consider governance arrangements (to include Service Level Agreements with Dundee City Council) and that an Audit, Risk and Compliance Committee be created as a future standing committee. Furthermore, Andrea Quinn would be invited to assist with the refresh of strategic priorities. Another Strategic Planning day was also planned for the near future.

Action: Judy Dobbie / Robert Emmott

VIII RECOVERY AND REOPENING SUMMARY – UPDATE SEPTEMBER 2021

The Managing Director reported that most premises had reopened. There were a few areas where challenges regarding staffing had been faced, however these had been addressed in the interim with existing staff. The Board agreed that on a personal level and anecdotally, staff had been extremely welcoming to all across any visits to L&CD facilities.

X DCC PROPERTY RATIONALISATION – MOVE FROM SHORE TERRACE

It was agreed that this item had already been considered during discussions at Article VI (i).

XI L&CD CHRISTMAS AND NEW YEAR OPENING HOURS

There was submitted report L&CD 24-2021 by the Managing Director detailing opening hours across all L&CD facilities over and Christmas and New Year.

The Board noted the content of the report.

XII AOCB

There were no additional items to be considered.

XIII DATES OF FUTURE MEETINGS

(i) L&CD 10TH AGM AND POST AGM BOARD

L&CD 10th AGM – Wednesday 15th December, 2021 at 12 noon via Microsoft Teams

Post AGM Board – Wednesday 15th December, 2021 at 1.00pm via Microsoft Teams.

(ii) FUTURE L&CD BOARD MEETING

There was submitted a timetable by the Managing Director detailing meeting dates for the Board and its Sub-Committees for 2022.

The Board approved the timetable as detailed.

Moira METHVEN, Chair