

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held at Dundee on 11th November 2020.

Present: -

Sinclair AITKEN
George LAIDLAW
Stuart CROSS
Michael MARRA
Ian MATHERS

Moira METHVEN
Greg COLGAN
Judy DOBBIE
Christina ROBERTS

Anna DAY
Nasreen MOHAMMED
Sue MOODY
Joanne SCOBIE

In attendance: -

Paul HENEHAN, Head of Support Services
Billy GARTLEY, Head of Cultural Services
Jayne GAIR, Head of Libraries and Information Services
Andrea CALDER, DCC Head of Chief Executive's Services (for pre Agenda item only)
Steven KYLE, DCC Changing for the Future Programme Manager (for pre Agenda item only)

Sinclair AITKEN, Chairperson, in the Chair.

Apologies for absence had been intimated from Councillor Will Dawson and Graham Wark.

CONFIDENTIAL Pre Agenda Item:

DCC C2022 COMMUNITY HUBS PROJECT – CONSULTATION PROCESS

Prior to the commencement of business, a presentation was given to members by Andrea Calder, DCC head of Chief Executive's Service and Steven Kyle, Changing for the Future Programme Manager on the Community Hubs Project Consultation Process.

Thereafter, on behalf of the Board, the Chair thanked Steven and Andrea for their interesting and informative presentation.

1 WELCOME/DECLARATIONS OF INTEREST AND APOLOGIES

The Chair welcomed those present to the meeting.

Standing Declarations of Interest: Judy Dobbie and Greg Colgan as employees of Dundee City Council.

Stuart Cross as a Board Member of OSCR.

Apologies for absence had been intimated from Councillor Will Dawson and Graham Wark.

2 MINUTES

i. Minute of Meeting held on 30th September, 2020

The above minute was submitted and accepted as a correct record, subject to a minor amendment.

ii. Minute of Minute of Emergency Board Meeting held on 29th October

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

3 MATTERS ARISING

i. Organisational Structural Review

Stuart Cross, Chair of the Organisational Structural Review Group, advised the Board that the Managing Director and Consultant had been continuing to engage with the Senior Management Team and Extended Management team regarding Phase 1, and that a report would be submitted to the Board in December which reflected discussion and proposals which had resulted from this.

4 FINANCE AND BUSINESS DEVELOPMENT

Ian Mathers, Chair of the Finance Committee, gave members a brief overview of the current financial position of Leisure and Culture Dundee. The Board noted that Level 3 status had resulted in a pause in some areas of service provision, which had resulted in uncertainty regarding future income levels. Prior to this, operationally, the performance of L&CD had been positive, however it still remained that there was a budget deficit of approximately £2.7m. Furthermore, although it was anticipated that financial aid would be available to L&CD it was still unclear what this would be.

In order to plan for the forthcoming AGM, a letter of comfort would be required from Dundee City Council, although it was still anticipated that a substantial amount of existing reserves would require to be utilised to achieve a balanced budget for the current financial year. It was also noted that the Managing Director was currently working with the Senior Management Team on cost reduction measures to ensure the budget setting process for the next financial year would reflect the difficult circumstances facing L&CD.

The Board discussed the update given by the Finance Committee Chair and it was noted that it would be useful for members if a document was produced which detailed funding/grant aid applied for and awarded/funding that was ineligible. Furthermore, an explanation was given regarding the position of reserves – that this was not a requirement by OSCR – and that although there would be a small sum of general reserves at the end of the financial year, it could prove difficult to build this again in the future.

It was further noted that, due to the extension of the Job Retention Scheme, claims would continue to be made until the end of the financial year, subject to staffing needs across all facilities.

i. Approved minute of L&CD Finance Committee of 23rd September 2020

The minute was submitted and noted by the Board.

ii. Unapproved minute of L&CD Finance Committee of 4th November 2020

The minute was submitted and noted by the Board.

iii. Updated Finance Position and Financial Recovery Plan

There was submitted Confidential Report L&CD16-2020 providing the Board with information relating to the financial position of the organisation in the current financial year at the date of the report as a result of the current COVID-19 pandemic and providing possible scenarios outlining the potential financial impact to the organisation in financial year 2021/2022 based on current knowledge.

The Board agreed to:

- Note the financial performance for period April to September, as indicated in point 3, with income breakdown detailed in Appendix 1 to the report;
- Note the change in the projected year end deficit for financial year end 2020/21 as a result of new restrictions and measures introduced by both the UK and Scottish Governments and updated actual figures to date (Appendix 2 to the report); and

- Note the organisation's updated cashflow position as indicated in point 5. 2.4 Note the potential financial impact to the organisation in financial year 2021/22 (Appendix 3 to the report).

iv. **L&CD Cultural Services Acquisitions**

There was submitted Report Leisure & Culture Dundee 13-2020 by the Head of Cultural Services which provided the Board details of the acquisitions as required by the Leisure & Culture Dundee Service Specification for 2019/20 in terms of both donations and purchases.

The Board noted the report which detailed the acquisitions, both purchases and donations, during the financial year 2019/20.

5 HR AND EQUALITIES

Moira Methven, Chair of the HR and Equalities Committee advised the Board that at its next meeting, scheduled for 18th November 2020, the main item for consideration would be the Job Retention Scheme, in particular the implications that this was having for all staff.

A full update would be given to the Board at its December meeting.

6 HEALTH & SAFETY AND PROPERTY

On behalf of the Chair of the Health, Safety and Property Committee, the Managing Director advised the Board that all staff were continuing to ensure that services were continuing to be rolled out, notwithstanding the implications of Level 3 status. The next meeting of the Committee was scheduled for 24th November 2020 and a more detailed update would be given at the next Board meeting.

7 L&CD FESTIVE OPENING HOURS

There was submitted Report No L&CD 17-2020 seeking approval from the Board for the festive season opening/closing times.

The Board agreed the opening times as detailed in Appendix one to the report.

8 LEISURE & CULTURE DUNDEE MARKETING SHORT-LIFE WORKING GROUP

George Laidlaw gave Trustees an update on progress to date regarding the Marketing Sub Group.

It was noted that a report summarising current and future actions had been prepared which was now with the Senior Management Team for consideration and would be submitted to a future Board.

It was reported that the updated website gave a clear depiction of services which were now open. A suggestion was made that the Creative Services Team be tasked with producing an article highlighting the range and network of services available to the citizens of Dundee.

8 DATE OF NEXT MEETING

i. **Date of Next Leisure & Culture Dundee Board Meeting**

The Board noted that although the next meeting was scheduled for 2nd December 2020 a rescheduled date would be intimated to members shortly.

Sinclair AITKEN, Chair.