

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held remotely on 30th March, 2022.

Present: -

Stuart CROSS  
Will DAWSON  
Anna DAY  
Judy DOBBIE

Emma DONALDSON  
Robert EMMOTT  
George LAIDLAW

Moira METHVEN  
Nasreen MOHAMMED  
Sue MOODY  
Christina ROBERTS

In attendance: -

Paul HENEHAN, Head of Support Services

Apologies for absence had been intimated from Colin MCLEOD.

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.

Stuart Cross as a Board Member of OSCR.

Apologies were noted as above.

## **II MINUTES**

(i) MINUTE OF MEETING HELD ON 2ND FEBRUARY, 2022

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

## **III MATTERS ARISING**

(i) SCOTINFORM REPORT – UPDATE

The Managing Director reported that each service had re-examined their areas of the report and had provided feedback. An action plan was being developed and would be issued to Board Members when available.

ACTION: Judy Dobbie

## **IV STRATEGIC PLANNING**

A copy of the document Leisure & Culture Dundee Purpose and Values was submitted as background by the Managing Director. The Managing Director outlined actions taken in relation to the Strategic Review. Feedback from the Board Strategy Sessions had been circulated to the Extended Management Team and a Strategy Session had taken place with them focusing on the ethos and values of the organisation. The process was ongoing with the intention to bring back a plan for approval by the Board at the next meeting in June.

ACTION: Judy Dobbie

## V FINANCE, PERFORMANCE AND BUSINESS DEVELOPMENT

### (i) UNAPPROVED MINUTE OF FINANCE AND PERFORMANCE COMMITTEE HELD ON 23RD MARCH 2022

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

### (ii) REMIT, MEMBERSHIP AND MEETING CYCLE

A copy of the draft remit of the Finance, Performance and Business Development Committee was submitted by the Managing Director. It was noted that the reference to business plans needed to be clarified. The Chair noted that the proposal for the Chairs of Committees to meet in advance of Board meetings was still to be finalised. It was agreed that the Managing Director and Head of Support Services would discuss further and amend the remit to reflect the discussion and bring back to the Board.

ACTION: Judy Dobbie and Paul Henehan.

### (iii) CONFIDENTIAL – REPORT L&CD 08-2022 LACD REVENUE BUDGET 2022/2023

There was submitted Confidential Report L&CD 08-2022 by the Head of Support Services which followed on from the information provided in Report L&CD 05-2022 with the purpose of the report being to seek approval of the 2022/2023 Revenue Budget.

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

Thereafter, the Board:

- (i) noted the increase in costs as a result of the:
  - final agreed pay award for financial year 2021/2022
  - budgeted pay award for financial year 2022/2023
  - incremental increases as a result of the consolidation of the Scottish Living Wage from 1<sup>st</sup> April 2021
  - increase to the rate of National Insurance Contributions;
- (ii) noted the increase to Management Fee from Dundee City Council;
- (iii) noted the savings requirements to achieve a balanced base budget (before COVID and Olympia adjustments);
- (iv) noted proposed additional financial support from Dundee City Council as part of COVID recovery;
- (v) noted the current budget deficit as a result of the closure of Olympia and proposals about how this deficit would be managed and reduced; and
- (vi) approved the 2022/2023 Revenue Budget which was attached as Appendix 1 to the report.

### (iv) REVENUE BUDGET MONITORING 2021/2022 – APRIL 2021 TO FEBRUARY 2022

A copy of the financial position as at April, 2021 to February, 2022 was submitted by the Head of Support Services.

The financial position for the eleven months of the financial year to end of February was £1,206,541 net income which included the annual charges to Dundee City Council for the SLAs with Children and Families Services for the School Library Provision and Outdoor Education Provision, as well as the

charge for the use of DISC by Morgan Academy. In addition, Pupil Equity Fund grant income had been received by Ancrum to cover staff costs for the full year.

Trading Income for the period was £3,273,601 and this figure had been impacted by COVID-19 restrictions being in place during the financial year. The re-introduction of restrictions from the festive period had mainly only impacted on events at Caird Hall which would have an effect on the hall hire income in the new year, although restrictions had now been lifted on indoor events.

The above figures included invoices raised to Dundee City Council in respect of the agreed arrangement to cover loss of income as a result of COVID-19 restrictions. The invoices covered the loss of income for the period April to December 2021 and was for the value of £2.1m (as per the figures above). Given the most recent figures, it was not anticipated that a further invoice for period January to March would require to be raised.

The projected financial position for the full year remained on budget.

The Board noted the content of the report.

## **VI HR AND EQUALITIES**

### **(i) UNAPPROVED MINUTE OF L&CD HR AND EQUALITIES COMMITTEE OF 16TH MARCH, 2022**

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

The Chair drew the Committee's attention to the suggestion George had made that we should look at revisiting the co-option of a Young Persons Trustee. A discussion took place about this and how best to get the views of young people to ensure that services meet their needs. A number of suggestions were made and Anna offered her support with this process. It was agreed that the Managing Director would explore and report back to the Board.

**ACTION:** Judy Dobbie

A discussion also took place about progress with arrangements for hybrid meetings. The Head of Support Services reported that meetings had taken place with a provider of IT equipment for this purpose and a quote was requested. The Chair reported that some investigation had taken place about the Board and Committees meeting in person in the DCC Committee Rooms however, it had been confirmed that this was not possible due to the lead up to the elections.

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

### **(i) UNAPPROVED MINUTE OF HEALTH & SAFETY AND PROPERTY COMMITTEE HELD ON 17TH MARCH, 2022**

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

The Board noted that work still had to be completed at the Central Library and Castle Street before staff could relocate fully from Shore Terrace. The Managing Director reported that a timetable for moves had been proposed by City Development however, further consideration would be given to this.

The Board noted its concerns about the move and reiterated that no move should take place until the alternative premises were ready.

In addition, the Board also sought reassurance in terms of issues at McManus and the Regional Performance Centre Dundee.

It was agreed that the Chair and Managing Director would take up these concerns with DCC Chief Executive.

ACTION: Chair and Managing Director

## **VIII OLYMPIA UPDATE**

The Managing Director confirmed that a report on the Olympia had been considered at the Scrutiny Committee last week. A number of documents had been provided by Leisure & Culture Dundee in preparation for the meeting and these had been circulated in advance to the L&CD Board. The focus was mainly on technical issues.

The Board noted the update.

## **IX GOVERNANCE**

### **(i) COMMITTEE STRUCTURE, MEMBERSHIP AND REMITS - UPDATE**

The Managing Director reported that, following the agreement of the revised committee structure, the implementation of the process was on-going.

### **(ii) SHORT TERM GOVERNANCE WORKING GROUP – UPDATE**

It was reported that the Working Group had its first meeting at which Stuart Cross was elected as the Chair. The main focus of the Working Group related to the recommendations of the Audit of L&CD Governance undertaken by KPMG in 2021.

The Chair, Managing Director and Head of Support Services would meet again to develop a timetable.

### **(iii) COMPLAINTS HANDLING**

There was submitted Report L&CD 06-2022 by the Head of Support Services informing the Board of an update to one of the policies contained within the current L&CD Complaints Handling Procedures and seeking approval for adoption of the updated document which was attached as Appendix 1 of the report.

The Board:

- (i) noted the content of the report in respect of the requirement to update the L&CD Complaints Handling Procedures; and
- (ii) agreed to the adoption of the updated policy, as attached as Appendix 1 of the report, with effect from 1st April 2022 to replace the existing policy on Expected Behaviours by Complainants.

## **X AOCB**

### **(i) DUNDEE FESTIVAL TRUST**

The Managing Director reported that a number of enquiries has been received in relation to the Dundee Festival Trust, which had been suspended just before the pandemic, pending a review. It was noted that there were two Trustee vacancies which would require to be filled for the Trust to operate going forward. Anna volunteered for this role, and anyone else who was interested should let the Managing Director know.

## **XI DATE OF NEXT MEETING**

The Board noted that due to the pre-election period and the subsequent Local Government Elections taking place in May, there were no Board meetings scheduled for April or May. The next scheduled full Board meeting was therefore:

Wednesday, 8th June 2022 at 2.00 pm.

Matters requiring urgent Board attention/approval during this time would be highlighted via e-mail.

Moira METHVEN, Chair