

At a MEETING of the LEISURE & CULTURE DUNDEE BOARD held as a hybrid meeting remotely and in Meeting Room, Central Library, Dundee, on 31st July, 2024.

Present: (R – joined remotely)

Will DAWSON
Sue MOODY
Emma DONALDSON

Judy DOBBIE
Nasreen MOHAMMED R
Robert EMMOTT

Kris BRYCE
David DORWARD

Also Present:

Paul HENEHAN, Head of Corporate Services

Apologies for absence had been intimated from Cllr Lynne Short, Steve Grimmond and Colin McLeod

Sue MOODY, Chairperson, in the Chair.

I OBITUARY – COUNCILLOR CHARLIE MALONE

The Chair, on behalf of the Board, referred to the recent sad passing of Councillor Charlie Malone, and paid tribute to his service and commitment to the Board.

II WELCOME/DECLARATIONS OF INTEREST AND APOLOGIES

- (i) The Chair welcomed those present to the meeting.
- (ii) Standing Declaration of Interest: Judy Dobbie and Robert Emmott as employees of Dundee City Council (DCC)
- (iii) Apologies were noted as above.

III PREVIOUS MINUTES

- (i) Minute of meeting of Leisure & Culture Dundee Board of 29th May 2024.
The above minute was submitted and approved.

IV MATTERS ARISING FROM THE MINUTE OF MEETING HELD ON 29TH MAY 2024

- (i) **Board Strategy Day – Programme Outline for 21st August 2024**

The Board noted the Programme as detailed, further noting that the outcome of this day was clear actions for the future, including resetting the Strategic Plan, and addressing financial pressures for the next financial year. Following this, the Senior Management Team could prepare a focused set of proposals which, with the Board's approval, would be submitted to Dundee City Council for consideration. This information was available for Board members in a dedicated Teams folder. Furthermore, the new Head of Leisure, Sport and Physical Activity Services had indicated that they would be attending the Strategy Day.

It was further reported that Dundee City Council had given indications of information that they would find useful when considering any proposals, and that it was likely that difficult conversations would need to take place given the current financial climate. The Board agreed that it was important to focus on all current services whilst being cognisant of the importance of setting a realistic budget.

The Board agreed that additional budget setting meetings would be required later in the year, and a suggestion was made that budgets for future years should also be considered.

The issue of capital expenditure at specific facilities was raised, and that the Board should explore the availability of alternate funding sources and also generating further income. Also, it was noted that the library provision was the only statutory service provided by L&CD and that there was no restriction about how library services should be delivered.

ACTION:: Dates for budget setting meetings to be arranged.

(ii) **Trustee Liability Update**

The Board noted the insurance document submitted.

V SENIOR MANAGEMENT TEAM SERVICE UPDATE

There was submitted Report No L&CD 10-2024 by the Managing Director providing the Board with a general overview from the Senior Management Team relating to implementation of the Strategic Plan for the period since the last Board meeting. In future a report on this theme would be circulated as part of the Board papers for each Board meeting.

The Board approved the format of this report and agreed to note the progress, highlights, issues and challenges contained in the report, noting that performance figures needed to be contextualised going forward.

VI LEISURE ACTIVE MEMBERSHIP

There was submitted Report No L&CD 9-2024 by the Managing Director seeking approval from the Leisure and Culture Dundee Board to implement a new Leisureactive offer.

Following discussion, the Board requested further information regarding the range of memberships available, who was accessing each service (i.e. classes and/or gym swimming facilities) and with further data on the cost of provision vs income derived from the service.

Action: Board to submit requests for more info to Judy to allow John McCafferty to provide the information requested.

VII FINANCE AND PERFORMANCE

(i) **Performance Figures 2023-24**

The Head of Corporate Services submitted performance figures for the period 2023-24. It was noted that Leisure & Sport's Pay As You Go figure had increased in some venues on previous year figures, possibly due to displacement from the Olympia closure (noting that some performance was related to participation figures rather than sessions).

A breakdown of the range of memberships was provided, and it was noted that the LeisureActive memberships had continued to increase, whilst golf memberships were decreasing. Attendances at libraries and cultural services had risen and were now closer to pre-Covid levels.

(ii) **Unaudited Management Accounts 2023-24**

The Head of Corporate Services submitted the unaudited Management Accounts for 2023/24 for information which will form the basis of the financial information in the Annual Report and Accounts for financial year 2023-24

The Board noted the information contained within the accounts, noting that going forward figures for previous years would be included. Previous years' figures will be contained within the Annual Report and Accounts.

(iii) **Consultation Process**

The Managing Director reported that DCC were leading on the public consultation for the Mills Observatory, Broughty Castle Museum and Caird Park Golf. L&CD officers had supported the process by delivering a number of sessions aimed at encouraging customers to complete the surveys. Feedback from these sessions had been provided to colleagues in DCC.

VIII AUDIT, RISK AND COMPLIANCE COMMITTEE

(i) **Report L&CD11-2024 - Amendment to Delegated Authority Scheme.**

There was submitted report L&CD11-2024 by the Managing Director seeking approval for changes to Delegated Authority (as approved by the Leisure & Culture Dundee Board on 24 August 2011 in Report L&CD 01-2011 and updated by the L&CD Finance Committee on 24 April 2013 in Report L&CD 13-2013 and Leisure & Culture Dundee Board on December 2017 in Report L&CD 17-2017).

The Board agreed to the undernoted: -

- a) Establishment Change Notes where there were no permanent additional financial implications, e.g. amalgamation of part-time posts, changes to hours across the same posts, deletion and creation of same posts with the same total number of hours, new fully externally funded fixed term posts or extensions to fixed term posts – authority delegated to the Senior Management Team;
- b) Establishment Change notes where there were no permanent additional financial implications but there were changes to the number of posts, the type of posts or changes to line management or structure reviews – authority delegated to the HR & Equalities Committee;
- c) Establishment changes resulting in permanent additional financial implications with a value of less than £20,000 - authority to be delegated to the Finance Committee, subject to approval of the HR and Equalities Committee; and
- d) Major staff restructures involving numerous staff, requiring Trade Union Consultation and with cost implications exceeding £20,000 – authority to be retained by the Board on recommendations made by the Finance Committee. Where a report had been produced relating to service reviews, restructures or savings and approved by the Board, an ECN would be produced following approval to reflect the changes contained in the report. As these changes had already been approved, the resulting ECN would be signed off by either the Managing Director or Head of Corporate Services for implementation. All ECNs would still be taken to the HR & Equalities Committee, whether already approved by SMT, or for approval, or for onward approval to the Finance Committee or Leisure & Culture Dundee Board.

(ii) **Confidential Item – Trustee Annual Review 2023-24 Feedback**

There was submitted by the Chair a report detailing feedback from the Trustee Annual reviews.

The Board noted the content of the report, and it was agreed that a tour of the various facilities would be arranged for the Board, with the holding of Board meetings at other venues to be given consideration.

ACTION: Judy Dobbie to arrange tour of facilities/consider rotating venue for future meetings.

(iii) **Unapproved Minute of L&CD Audit, Risk and Compliance Committee held on 19 July 2024.**

The above minute was submitted and noted.

The Chair, on behalf of ARC Chair, noted the participation of the DCC internal auditor at the meeting was extremely valuable. It was noted that discussions around SLAs would be continued with Dundee City Council by the Managing Director. A further meeting with the Chief Executive was planned and the Board would be updated on the outcome of this meeting. The importance of the Strategic Planning Day was highlighted.

It was noted that the ARC had been made aware of OSCR guidance relating to the role of Chair and Vice Chair which would be shared with the Board, as would Social Media house rules.

ACTION: Information regarding OSCR guidance to be shared by Kris Bryce.

(iv) **Confidential Item – Internal Audit Report and Paper**

A report was submitted regarding the Financial Sustainability of L&CD.

The Board noted the content of this report, further noting that it had been submitted to the Scrutiny Committee of Dundee City Council.

VIII HR AND EQUALITIES COMMITTEE

(i) **Unapproved Minute of L&CD HR and Equalities Committee held on 24th July 2024.**

The above minute was submitted and noted.

Reference was made to sickness absence figures, in terms of how these are reported to the Committee and options for a different approach.

ACTION: Relevant data regarding absences to be included in future reports.

IX HEALTH & SAFETY AND PROPERTY COMMITTEE

(i) **Unapproved Minute of L&CD Health Safety and Property Committee held on 13th June 2024.**

The above minute was submitted and noted. Reference was made to the Significant Incident Report noting that this concerned both L&CD and Dundee City Council.

X AOCB

(i) **Olympia**

The Chair updated the Board on ongoing elements relating to the Olympia.

XII DATES OF FUTURE MEETINGS

(i) Date of Next Meeting

Wednesday, 2nd October 2024 at 2.00 pm in the Conference Room, Level 2, Central Library.

(ii) Meetings in 2024

- Wednesday 20 November 2024 at 2.00 pm in the Conference Room, Central Library
- 13th AGM – Wednesday 27 November 2024 at 1.00 pm in the Conference Room, Central Library
- Post AGM Board Meeting – Wednesday 27 November 2024 immediately following the 13th AGM

Sue Moody
CHAIR