

t a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held at Dundee on 30<sup>th</sup> September 2020 by video conference.

Present: -

Sinclair AITKEN  
George LAIDLAW  
Stuart CROSS  
Michael MARRA

Moira METHVEN  
Greg COLGAN  
Judy DOBBIE  
Will DAWSON

Anna DAY  
Sue MOODY  
Christina ROBERTS  
Ian MATHERS

Sinclair AITKEN, 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 Greg Colgan as employees of Dundee City Council.

Stuart Cross as a Board Member of OSCR.

## **II MINUTES**

- (i) APPROVAL OF MINUTE OF LEISURE AND CULTURE DUNDEE BOARD HELD ON 29<sup>TH</sup> JULY, 2020

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

- (ii) APPROVAL OF NOTE OF ADDITIONAL MEETING OF LEISURE AND CULTURE DUNDEE BOARD HELD ON 24<sup>TH</sup> AUGUST, 2020

The above minute was submitted and accepted as a correct record subject to the amendment at item (iii) where reference to the recommendations of the Finance Committee regarding the Job Retention Scheme had been omitted but noting that these recommendations had been superseded by the easing of restrictions and Income Replacement Scheme.

## **III MATTERS ARISING**

- (i) ORGANISATIONAL REVIEW UPDATE

Stuart Cross advised members Phase 1 of the review was largely complete, which had generated various ideas which were to be considered by the Senior Management Team. Issues which had arisen would be fed into the next phase of the review, which would consider the review of structures and span of roles and responsibilities.

## **IV FINANCE AND BUSINESS DEVELOPMENT**

- (i) MINUTE OF LEISURE & CULTURE DUNDEE FINANCE COMMITTEE HELD ON 19<sup>TH</sup> AUGUST, 2020 (APPROVED)

The above minute was submitted for information and record purposes.

(ii) MINUTE OF LEISURE & CULTURE DUNDEE FINANCE COMMITTEE HELD ON 23<sup>rd</sup> SEPTEMBER, 2020 (UNAPPROVED)

The above unapproved minute was submitted for information and record purposes. It was noted that although there was uncertainty around financial help from the UK or Scottish Governments there was a reasonable expectation that an announcement would be made regarding this shortly

(iii) PROPOSED POSTPONMENT OF AGM

It was reported that the AGM would be postponed until January/February 2021 in order that the accounts would be able to be signed off by the Chair.

(iv) JOB RETENTION SCHEME CLAIM

The Managing Director reported that the majority of staff had returned from furlough, and that the staff remaining on the scheme were continuing to be paid on the previous manner. Income from the Job Retention Scheme was still to be received for June and July and an estimate for August was still to be finalised and submitted.

(v) COVID 19 – FINANCIAL UPDATE

A report was submitted by the Head of Support Services detailing the financial position from April to August 2020.

It was reported that the Finance Committee were recommending to the Board that the use of unrestricted reserves for trading purposes be agreed, noting that this would only be used if required.. The Finance Committee further recommended that specific identified designated fund balances be re-designated to cover PPE costs.

The Board agreed the recommendations as detailed.

(vi) CONFIDENTIAL: FORMAL LETTER TO DUNDEE CITY COUNCIL

There was submitted a confidential letter sent by the Managing Director and Chair relative to the above.

The Board noted the content of the letter and requested that any response received be intimated to them at the earliest opportunity.

**V HR AND EQUALITIES**

(i) MINUTE OF LEISURE & CULTURE DUNDEE HR AND EQUALITIES COMMITTEE HELD ON 16<sup>TH</sup> SEPTEMBER, 2020 (UNAPPROVED)

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

Discussion was held regarding how outstanding annual leave entitlements would be applied both for staff working and those still on the Job Retention Scheme, and the importance of operating this in a fair and equitable way.

**VI HEALTH & SAFETY AND PROPERTY**

(i) MINUTE OF LEISURE & CULTURE DUNDEE HEALTH & SAFETY AND PROPERTY COMMITTEE HELD ON 11<sup>TH</sup> SEPTEMBER, 2020 (UNAPPROVED)

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

(ii) LEISURE & CULTURE DUNDEE RECOVERY AND RE-OPENING UPDATE

A review had been held regarding the opening of individual facilities which considered the availability of necessary PPE and signage etc. Feedback had been received regarding the procurement of such items and although there had been minor issues surrounding screens this had been largely resolved.

It was noted that there was a dedicated page on the L&CD which gave details of which facilities were open/expected opening dates and the Board agreed that this was an extremely helpful resource.

It was noted that the format of some fitness classes had changed however uptake of these had been good and feedback received was positive.

**VII MARKETING**

(i) LEISURE & CULTURE DUNDEE MARKETING SHORT LIFE WORKING GROUP

George Laidlaw advised the Board the Group were to have further discussions with the Senior Management Team on the appropriate way to progress the findings of the Group. It was expected that a report would be finalised and submitted to the Board for the November/December meeting.

**VIII DCC POLICY AND RESOURCES COMMITTEE REPORT 241-2020 – C2022 – COMMUNITY HUBS PROJECT**

It was reported that a report had been submitted to the Policy and Resources Committee of Dundee City Council on 28<sup>th</sup> September 2020 which sets out the principles and rationale of a community HUB model which aimed to make best use of the high-quality school estate, explore how schools could be utilised more as community assets and better meet the needs of communities by integrating services for children, their families and the local community. It also took on board learning from the Community Support Centres (CSCs) that were established as part of the COVID-19 response.

The Board noted that the undernoted recommendations had been agreed by the Committee:

(i) that the Community Hub model approach and strategy be used; and

(ii) that public consultation be carried out on how the Kirkton model be set up and consultation be carried out on how the Kirkton model would be set up and operated to best meet the needs of the various stakeholders to allow the trial phase to commence in early 2021.

The Board discussed the report and its implications for L&CD, noting that the Senior Management Team would fully engage in the consultation process.

**IX AOCB**

(i) COVID 19 RELATED EVENT CANCELLATION

The Managing Director provided details to the Board of an incidence of a cancellation refund request. It was noted that contractual obligations had been followed by L&CD in respect of this and all similar events.

(ii) CHAIRS REPORT ON REOPENED FACILITY VISITS

The Chair advised that a number of visits had taken place to various premises by himself and the Managing Director to show support to staff for their efforts. It was further agreed that a letter be sent to all staff thanking them for their help and support over this difficult time.

It was further agreed that Board members be advised when any future visits were to be held and that where possible the invitation be extended to additional Board members.

(iii) **FORMATTING OF AGENDA**

A suggestion was made that in future the Board agenda provide details of which Officer/Board member would be presenting specific items.

The Board agreed that this would be helpful, and that the suggestion be incorporated into future agendas.

**IX DATES OF FUTURE MEETINGS**

(i) **FUTURE MEETINGS**

Wednesday, 11th November, 2020 – via video conference – details to follow

(ii) **9<sup>TH</sup> AGM AND POST AGM MEETING**

(iii) **Wednesday 2<sup>nd</sup> December , 2020 - via video conference – details to follow**

Sinclair AITKEN, Chair