

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held at Dundee on 2nd October, 2019.

Present:-

Sinclair AITKEN  
George LAIDLAW  
Ian MATHERS  
Michael MARRA

Stewart MAXWELL  
Moira METHVEN  
Greg COLGAN  
Stuart CROSS

Stewart MURDOCH  
Will DAWSON  
Christina ROBERTS  
Anna DAY

In attendance:-

Paul HENEHAN, Service Manager, Support Services  
Graham WARK, Head of Sports & Leisure  
Judy DOBBIE, Head of Library and Information Services, Managing Director Designate

Apologies for absence were intimated from Louis LEE and Nasreen MOHAMMED.

Sinclair AITKEN, Chairperson, in the Chair.

Prior to the commencement of business, the Board discussed the recent Board/Senior Management Team Strategic Review.

## **I WELCOME/DECLARATIONS OF INTEREST AND APOLOGIES**

The Chair welcomed those present to the meeting and congratulated Judy Dobbie on her appointment as Acting Director of Leisure & Culture and Managing Director, Leisure & Culture Dundee.

Apologies for absence were noted.

Standing Declarations of Interest: Stewart Murdoch and Greg Colgan as employees of Dundee City Council; Stuart Cross as a member of OSCR.

## **II MINUTE OF MEETING HELD ON 31ST JULY, 2019**

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

## **III MATTERS ARISING**

### **(a) BOARD RECRUITMENT/MEMBERSHIP**

Reference was made to the recent Board recruitment exercise. The Board noted that, to allow for optimal succession planning, there would be fewer vacancies for new trustees following the AGM than had been anticipated. The Board therefore remitted to the Managing Director to discuss appointments with the proposed new trustees and defer, as required, pending formal vacancies arising.

### **(b) GOLF STRATEGY – UPDATE**

The Board heard from the Head of Leisure and Sport relative to the above.

## **IV FINANCE AND BUSINESS DEVELOPMENT**

### **(a) MINUTE OF FINANCE COMMITTEE HELD ON 28TH AUGUST, 2019**

The above minute was submitted for information and record purposes.

- (b) MINUTE OF FINANCE COMMITTEE HELD ON 25TH SEPTEMBER, 2019  
(UNAPPROVED)

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

- (c) 2019/2020 REVENUE BUDGET MONITORING

There was submitted, discussed and noted the projected outturn to August 2019 showing performance to date on the 2019/2020 budget.

- (d) MINUTE OF CAPITAL PROJECTS BOARD OF 25TH SEPTEMBER, 2019  
(UNAPPROVED)

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

- (e) ANNUAL REPORTS AND ACCOUNTS 2018/2019

- (i) Annual Report and Financial Statement 2018/2019

The report and annual accounts for the year to 31st March, 2019 were submitted.

Ian Mather, Head Trustee for Finance, and Paul Henehan, Service Manager, spoke to the accounts, which showed a trading loss of £44,726. Unrestricted funds totalled £833,165 which, following deduction of the approved reserve fund and agreed commitments, gave an available balance of £108,165.

The Board, having noted that the Finance Committee, at its meeting held on 25th September, had scrutinised the accounts and recommended approval thereof, approved the Report and Financial Statements for the year to 31st March, 2019 and remitted the signing thereof to the Chair. The Board further noted that these would be submitted to the AGM for information.

- (ii) Audit Findings Report

The above report was submitted and noted.

- (iii) Statutory Accounts Reconciliation Pre-Post FRS102

The above report was submitted and noted.

- (iv) Letter of Representation

The above was submitted and approved for signature.

- (v) Letter of Comfort

The Board noted that the Letter of Comfort was still to be finalised but would be available to the AGM.

## **V HR AND EQUALITIES**

- (a) MINUTE OF HR AND EQUALITIES COMMITTEE HELD ON 18TH SEPTEMBER, 2019 (UNAPPROVED).

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

- (b) RETROSPECTIVE DOCUMENTATION

There was submitted Report No 22-2019 by the Head of Cultural Services seeking approval to establish a fixed term three year post to enable L&CD to maintain its Museums Accreditation by

carrying out the required retrospective documentation of the collections to the nationally recognised standards set out by Museums Galleries Scotland.

The Board approved establishment of the post, subject to match funding being provided by Dundee City Council.

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

- (a) MINUTE OF HEALTH AND SAFETY AND PROPERTY COMMITTEE HELD ON 12TH SEPTEMBER, 2019 (UNAPPROVED)

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

## **VII LEASES AND OPERATING AGREEMENTS**

- (a) MENZIESHILL COMMUNITY CENTRE

It was reported that Leisure & Culture Dundee staff were located in the Centre, under a License to Occupy, pending completion of the lease between Leisure & Culture Dundee and Dundee City Council.

Reference was made to the charging regime for the sports hall and the Board noted that discussions were ongoing, with particular reference to Basketball and Netball, including identification of potential funding streams and potential provision of alternative premises relevant to each sport. Transitional arrangements for the period until 31st March, 2020 had been approved by the Finance Committee.

- (b) REGIONAL PERFORMANCE CENTRE

It was reported that Leisure & Culture Dundee staff were located in the Centre, under a License to Occupy, pending completion of the lease between Leisure & Culture Dundee and Dundee City Council.

It was remitted to officers to seek clarification regarding any potential recompense for costs incurred due to slippage delaying full handover to Leisure & Culture Dundee.

## **VIII COMPLAINTS AND FEEDBACK 2018/2019**

This item was deferred.

## **IX CHRISTMAS AND NEW YEAR OPENING HOURS**

There was submitted Report No L&CD24-2019 by the Managing Director seeking approval for the festive season opening/closing times 2019/2020.

The Board agreed the opening times as detailed in Appendix 1 to the report.

## **X DUNDEE CITY COUNCIL C2022 REPORT AND PRIORITIES**

On a reference to Article III of the minute of meeting of the Policy and Resources Committee of 16th August, 2019 there was submitted, and noted, a report relative to the above.

## **XI LEAD TRUSTEE UPDATES**

- (a) EXTENDED MANAGEMENT TEAM INFORMATION EXCHANGE OCTOBER 2019

There was submitted, and noted, a briefing paper providing the Board with an update on activities across all areas of Leisure & Culture Dundee.

## (b) LEAD TRUSTEES

It was noted that the Lead Trustees for Leisure and Sport, Cultural Services and Library and Information Services were next scheduled to meet on 29th October, 2019.

**XII AOCB**

## (a) RISK REGISTER

It was reported that work was ongoing, in conjunction with Dundee City Council's Risk Management Co-ordinator, to update all Risk Registers.

**XIII DATES OF FUTURE MEETINGS**

## (a) 8TH AGM – WEDNESDAY, 13TH NOVEMBER, 2019 AT DUNDEE CONTEMPORARY ARTS

12.30 pm	Lunch
1.00 pm	AGM
1.30 pm	Post AGM Board Meeting

## (b) BOARD MEETING – WEDNESDAY, 4TH DECEMBER, 2019 IN CAIRD HALL CONFERENCE ROOM 6, 1 SHORE TERRACE

2.00 pm – 3.00 pm	Refreshments and Pre-Board Discussion
3.00 pm – 4.30 pm	Board Business

Sinclair AITKEN, Chair.