

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held at Dundee on 4th October, 2017.

Present:-

Sinclair AITKEN  
Alice BOVILL  
Stewart HUNTER

Richard McCREADY  
Alan RAE  
Greg COLGAN  
George LAIDLAW

Will DAWSON  
Moirra METHVEN  
Stewart MURDOCH

In attendance:-

Judy DOBBIE, Head of Library & Information Services  
Paul HENEHAN, Head of Support Services  
Graham WARK, Head of Leisure & Sport

Sinclair AITKEN, in the Chair.

Apologies have been received from Councillor Brian Gordon, Gillian Easson and Ian Mathers.

Prior to the commencement of business, a presentation was given by Graham Wark on progress to date with the Regional Performance Centre for Sport, noting the repositioning of the facility on site and subsequent changes to the various facilities, including the potential to have an additional indoor tennis facility. The Board welcomed the update given and noted that it was likely that the facility would become a centre of excellence for athletes across Scotland.

Thereafter, there was an open discussion about staff recognition and how best to acknowledge their contribution to ensure all staff felt valued for their efforts including an all staff celebration awards ceremony. Concern was expressed about the potential cost and the message that might send, the importance of acknowledging the efforts of staff, and also stakeholders, and it was agreed that a scoping exercise be undertaken by the HR and Equalities Committee in this regard.

#### I DECLARATION OF INTEREST

The Chair welcomed those present to the meeting and the following declarations of interest were noted.

Standing Declaration of Interest – Stewart Murdoch as an employee of Dundee City Council.  
Greg Colgan as an employee of Dundee City Council.

#### II PREVIOUS BOARD MINUTES

(i) MINUTE OF BOARD MEETING HELD ON 4TH OCTOBER, 2017

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

#### III MATTERS ARISING

(i) GOLF STRATEGY

Minor issues with ID Verde were being resolved, in particular with facilities at Caird Park.

Dundee City Council's position on carrying out essential repairs to the Clubhouse, and the impact that failure to undertake this would have for the future of golf facilities needed to be given consideration. It was agreed that a briefing note outlining these issues would be produced for the Board. Furthermore, a more focussed approach to the driving range was needed, to ensure that this was in place for the new season. The Chair asked that, if required, a planning application be progressed.

## (ii) COMMUNITY USE OF SCHOOLS SPORTS FACILITIES

Concerns had been raised that, despite the good performance of Leisure and Sport, a number of unbudgeted expenditure pressures were being left with the service.

The Board agreed that the Chair and Managing Director raise these points with the Chief Executive of Dundee City Council.

It was further agreed that a report be produced for the Board summarising these budget pressures.

## IV FINANCE AND BUSINESS DEVELOPMENT

## (i) ANNUAL ACCOUNTS AND REPORTS 2016/17 – REPORT AND FINANCIAL STATEMENT FOR YEAR ENDING 31ST MARCH, 2017

The reports and accounts for the year to 31st March, 2017 were submitted.

George Hay, External Auditor spoke to the accounts. Before taking account of FRS 102 pension adjustments the deficit on unrestricted funds amounted to £219,529. After accounting for the FRS 102 adjustments the deficit on unrestricted funds for the year 31st March, 2017 was £1,637,457. The overall fund balances were then impacted by the actuarial loss arising on the pension scheme during the year of £6,365,216. For clarity, the Leisure and Culture Dundee reserve position excluding FRS 102 pension figures, was confirmed as follows:-

**Leisure & Culture Dundee – Statement of Reserves as at 31st March 2017**

Restricted Funds	£ 828,494
Designated Funds – Capitalised Assets	£ 325,918
Designated Funds – Specific Allocations	£ 553,207
Unrestricted Funds – Reserve Policy	£ 725,000
Unrestricted Funds – Unallocated	<u>£ 203,576</u>
	<b><u>£2,636,195</u></b>

Members present discussed the rising pension commitments and the impact this was having on the figures represented in the annual accounts. Further discussion of the accounts followed after which the Board approved the Report and Accounts for the year to 31st March and remitted the signing thereof to the Chair.

## (ii) AUDITS FUNDING REPORT

The above report was submitted and noted.

## (iii) RECONCILIATION BETWEEN MANAGEMENT ACCOUNTS AND STATUTORY ACCOUNTS

The above report was submitted and noted.

## (iv) STATUTORY ACCOUNTS RECONCILIATION

The above report was submitted and noted.

## (v) LETTER OF REPRESENTATION

The Letter of Representation to the External Auditors were submitted and noted.

## (vi) MINUTE OF FINANCE COMMITTEE MEETING HELD ON 25TH AUGUST, 2017

The approved minute of the Finance Committee of 25th August, 2017 was submitted for information.

(vii) **MINUTE OF FINANCE COMMITTEE MEETING HELD ON 27TH SEPTEMBER, 2017**

The unapproved minute of the Finance Committee of 27th September, 2017 was submitted for information.

**V HR AND EQUALITIES COMMITTEE**

(i) **HR AND EQUALITIES COMMITTEE**

The unapproved minute of HR and Equalities Committee held on 10th September, 2017 was submitted and noted.

**VI HEALTH AND SAFETY**

(i) **LEISURE AND CULTURE DUNDEE HEALTH AND SAFETY MANAGEMENT GROUP**

The unapproved minute of meeting held on 14th September, 2017 was submitted and noted.

**VII LEAD TRUSTEE/STAKEHOLDER GROUP UPDATES**

(i) **LEISURE AND SPORTS SERVICES**

The 'Active Women' swim sessions at Lochee were proving to be very popular, and recruitment was ongoing for additional swimming coaches. Attendances at Camperdown Wildlife Centre were continuing to rise. The trial of membership for young people had been successful, and overall attendances increasing. Also Leisure and Sport Dundee is to organise Dundee's first Santa Run on 28th November 2017.

(ii) **CULTURAL SERVICES**

Thanks were extended to all staff involvement with the 150 year celebrations at McManus, as their valuable contributions had in no small part helped make the event hugely successful. A staff member had been selected to be involved in an exchange with a curator at the Eindhoven Museum which was a huge honour and excellent opportunity, but also an acknowledgement of the work of the whole team within Cultural Services.

(iii) **LIBRARY AND INFORMATION SERVICES**

It was reported that the updated online catalogue system had been installed which would be of great benefit to service users and staff. Menzieshill library had now re-opened, and tribute was paid to staff for their efforts during works within the area.

Fundraising was continuing for the Broughty Ferry library proposals and funding streams being explored, in conjunction with the Northwood Trust.

**VIII CULTURAL SERVICES – LOANS AND COURIERING**

There was submitted report L&CD 12-2017 informing the Board trustees of procedures for loan in and out of collection objects and artworks.

The Board to acknowledge the report and the procedures in place for loans and couriering.

## **IX CHRISTMAS AND NEW YEAR**

- (i) AMENDED PUBLIC HOLIDAYS FOR 2017/18

### **Christmas and New Year Opening Hours for Leisure & Culture Dundee Facilities**

Report No L&CD 13-2017 seeking approval from the Finance Committee for the festive season opening/closing times.

The Board agreed the opening times as detailed in the report.

## **X REGIONAL PERFORMANCE CENTRE FOR SPORT - UPDATE**

The Board noted that site preparation works for the Regional Performance Centre for Sport would commence in January 2018, with an anticipated completion date of May 2019.

Both Dundee City Council and the Leisure and Culture Dundee Board previously agreed that Leisure & Culture Dundee should manage the facility. The current work involved securing formal usage agreements with various national governing bodies for sports for their national and regional development activity. Once the national and regional performance, development and event programmes were agreed, community access would be planned through local clubs and pay-to-play use. It is anticipated staff would be recruited in the three month period prior to opening – from January/February 2019 – to allow for induction and training.

It was anticipated that a fixed term post of Regional Development Co-ordinator would be established to help plan performance development programmes and liaise with governing bodies and sportsotland. This would be part funded by Tayside and Fife Regional Sporting Partnership and the appointment would take place around the beginning of the new financial year. A full report would be presented to the HR and Equalities and Finance Committees in due course.

## **XI LEISURE & CULTURE DUNDEE – UPDATING MEDIA PROTOCOL**

An updated Media Protocol was submitted to the Board providing guidance and best practice advice regarding both reactive and proactive contact with the media. Members discussed the protocol, in particular the use of social media to promote services provided by Leisure & Culture Dundee. It was agreed that further guidance in relation to the use of social media should be developed.

The Board approved the updated protocol accordingly.

## **XII AGM AND ANNUAL REVIEW**

- (i) Leisure & Culture Dundee AGM – Wednesday, 15th November, 2017 in DCA

Arrangements were in place for the sixth Leisure & Culture AGM to take place from 12.30 pm on Wednesday, 15th November, 2017 at Dundee Contemporary Arts.

In preparation for this meeting, the Board agreed to exercise Clauses 66 (re Chair) and 69 (re Vice Chair) of the Constitution to ensure continuity of leadership.

- (ii) Dundee City Council/Leisure & Culture Dundee Annual Review Meeting

Wednesday, 1st November, 2017 at 10.00 am in Caird Hall Conference Room 2, 1 Shore Terrace.

- (iii) Updated Action Plan arising from 2016 DCC/LC&CD Annual Review Meeting

An updated Action Plan was submitted and noted.

**XIII                    AOCB**

As part of the Scottish Government's Year of Young People 2018, funding had been secured by the UNESCO team to curate a youth parade to be held in the City in May 2018 as part of Dundee Design Week 2018, with the theme being "Links with other Design Cities".

**XIV                    DATE OF FUTURE MEETINGS**

(i)                    LEISURE AND CULTURE DUNDEE AGM

Wednesday, 15th November, 2017 in DCA

12.30pm start with lunch

Long Service Award recipients to join Board for lunch and thereafter be presented with awards.

1.00 pm – AGM followed immediately by any business requiring Directors' approval.

(ii)                    Leisure & Culture Dundee Board Meeting  
Wednesday, 6th December 2017 in Caird Hall Conference Room 6

2.00 pm Pre Board Session and Refreshments

3.00 pm Business Meeting

Sinclair AITKEN, Chairman.