

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD (Post AGM)** held remotely on 15th December, 2021.

Present: -

Judy DOBBIE
George LAIDLAW
Will DAWSON
Christina ROBERTS
Charlie MALONE
Robert EMMOTT
Anna DAY
Stuart CROSS
Nasreen MOHAMMED
Emma DONALDSON
Colin MCLEOD

In attendance: -

Paul HENEHAN, Head of Support Services
Jayne GAIR, Acting Head of Library and Information Services,

Will Dawson, Vice-Chair, in the Chair.

I WELCOME/DECLARATIONS OF INTEREST AND APOLOGIES

The Chair welcomed those present to the meeting and apologies for absence were noted from Moira Methven and Sue Moody.

Standing Declarations of Interest: Judy Dobbie and Robert Emmott as employees of Dundee City Council.

II APPOINTMENT OF OFFICE BEARERS

A welcome was extended to Emma Donaldson and Colin McLeod who joined the Board of Leisure & Culture Dundee as Independent Charity Trustees with effect from the 10th AGM on 15 December 2021, and introductions were made by all Board members.

(i) Appointment of Chair

The Board agreed that Moira Methven continue in her role as Chair.

(ii) RE-APPOINTMENT OF VICE CHAIR

The Board agreed that Councillor Will Dawson continue in his role as Vice Chair.

III PREVIOUS BOARD MEETINGS

(a) MINUTE OF LEISURE & CULTURE BOARD MEETING HELD ON 1st DECEMBER 2021

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

IV MATTERS ARISING

(i) SCOTINFORM REPORT - UPDATE

The Managing Director advised that reports regarding the breakdown individual service areas had been obtained. These had been shared with the Extended Management Team to ensure action plans for individual service areas could be produced. Thereafter, a full report would be produced which incorporated both individual and full report recommendations, to be shared with the Board for discussion. It was also agreed that the Board be provided with 'skeleton' action plans highlighting areas for progress.

Action: Judy Dobbie

V FINANCE AND BUSINESS DEVELOPMENT

(i) Confidential – Financial Impact of Olympia Closure

A verbal update was given to Paul Henehan regarding the financial impact of the closure of Olympia. It was reported that this would affect two financial years, 2021/22 and 2022/23. The impact for the current financial year was able to be contained within the budget, due to financial support from Dundee City Council, projected to be £3m. Furthermore, income generated to date had been than higher than anticipated, which would allow any losses to be contained within current projections.

With regards to 2022/23, it was assumed that Olympia would be closed for a full financial year, therefore the likely loss of income from the facility itself and from aquatic development was £2m. Within this whilst there may be some slippage in relation to expenditure for current staff vacancies, a limited recruitment exercise would be necessary prior to the re-opening. A small saving would be made for property, with further savings for supplies and services. It was therefore estimated that total savings from slippage would be approximately £555,000 and total estimated loss would be £1.536m.

Discussions were ongoing regarding the redeployment of staff currently employed at Olympia to positions within both L&CD and Dundee City Council, which may result in further slippage. Regarding Aquatics Development, relocation of this service to other venues was under consideration, which could increase income for this service.

Thereafter, an overview of budget projections for 2022/23 was also given, noting that adjustments would need to be made for increase in staffing costs, to include pay awards and incremental increases for the living wage and increase in NI rates. The overall financial impact of these increases was likely to be £587k, and this information had been shared with Dundee City Council for inclusion in their budget setting process. Discussions would continue on a regular basis with Dundee City regarding this, and the impact it could make on the management fee.

In conclusion, reference was made to existing savings, which would need to be included within any balanced budget exercises, as would Covid recovery planning.

A brief discussion followed, and it was noted that Leisureactive memberships had already been hugely affected by Olympia closure with a £20,000 reduction in income from direct debits between 1st November and 1st December. This would be closely monitored going forward. Furthermore, promotion of other facilities would be required in the coming months.

It was agreed that a full report/spreadsheets on this would be made available to the Board as soon as possible.

Action: Paul Henehan

V HR AND EQUALITIES

This item was deferred.

VI HEALTH SAFETY AND PROPERTY

- a) UNAPPROVED MINUTE OF HEALTH SAFETY AND PROPERTY COMMITTEE HELD ON 9th DECEMBER 2021

This item was deferred. It was noted that an Action Plan for Olympia would be shared with members when available.

New guidance for events at venues had caused some concerns regarding staff welfare, and this was noted by the Board.

VII GOVERNANCE

- (i) Amendments to Report L&CD 25a-2021

There was submitted Report L&CD 25a-2021 by the Managing Director proposing amendments to the current governance structure in terms of committees and sub groups.

The Board agreed: -

- (i) the amendments proposed in this report; and
(ii) the circulation of appendix 1 for completion by Trustees to inform this process.

It was also noted that there would be flexibility for the groups to evolve if the need for this arose.

Action: Judy Dobbie

- (ii) Follow-up on Strategic Planning Day

It was noted that a Follow-up Strategic Planning day was being arranged, with the dates of 18th or 24th January 2022 under consideration. Also, an overview of Trustee Responsibilities would be given by the Board's legal advisers would be provided if possible. A further joint session with the Board, Senior Management Team and Extended Management Team was also being planned, to consider future joint working practices.

Action: Judy Dobbie

VI AOCB

There were no other matters which required to be brought to the attention of the Board.

VII DATE OF NEXT MEETING

- (i) L&CD BOARD MEETING

Wednesday 2nd February, 2022 at 2:00PM participation details to be circulated in due course.

Will DAWSON, Chair.