

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held remotely on 2nd February 2022.

Present: -

Will DAWSON
Anna DAY
Judy DOBBIE
Christina ROBERTS

Robert EMMOTT
George LAIDLAW
Charlie MALONE
Stuart CROSS

Moira METHVEN
Nasreen MAHAMMED
Sue MOODY
Emma DONALDSON

In attendance: -

Jayne GAIR, Head of Libraries and Information Services
Paul HENEHAN, Head of Support Services

Apologies for absence had been intimated from Colin McLeod.

Moira METHVEN, 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 Robert Emmott as employees of Dundee City Council.

Apologies were noted as above.

II MINUTES

(i) MINUTE OF MEETING HELD ON 15th DECEMBER 2021

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

III MATTERS ARISING

(i) SCOTINFORM REPORT - UPDATE

The Managing Director reported an update on findings would be given at the next meeting.

Action: Judy Dobbie

IV FINANCE AND BUSINESS DEVELOPMENT

(i) UNAPPROVED MINUTE OF FINANCE COMMITTEE HELD ON 26th JANUARY 2022

The above unapproved minute was submitted for information and record purposes. It was also agreed that Creative Scotland be approached regarding insurance cover for events.

Action: Paul Henehan/Anna Day

(ii) REVENUE BUDGET MONITORING 2021/2021

A copy of the financial position as at April to December, 2021 was submitted by the Head of Support Services.

The financial position for the nine months of the financial year to end of December was £654,895 net

income which includes various annual charges to Dundee City Council. The expenditure figure now included backdated salary payments up to and including December 2021 in respect of the agreed pay award for 2021/22, which resulted in a more accurate reflection of projections for the rest of the year.

Trading Income for the period was (£2,576,352), and projections on course to reach target, despite ongoing uncertainties and restrictions. An invoice had been raised to Dundee City Council in respect of the agreed arrangement to cover loss of income as a result of COVID-19 restrictions. The invoice covered the loss of income for the period April to September 2021 and was for the value of £1.457m.

It was anticipated that the proposed additional support from Dundee City Council would not exceed £3m, and cashflow levels sufficient to covers costs until at least September 2022.

The Board noted the content of the report, with the undernoted items being clarified:

- Transport costs had increased due to a change in invoicing practices by Dundee City Council
- It was intended that future reports be developed to show variances in more detail.

(iii) **REVIEW OF CHARGES**

The Head of Support Services advised that most charges would not increase in the forthcoming budget.

The Board welcomed the report, and agreed that alternative sources of income continue to be explored.

Action: Judy Dobbie/Paul Henehan to bring forward proposals for improved capacity and to ascertain if funding is available which could assist with this.

(iv) **BUDGET 2022/2023**

A brief verbal update was given by the Head of Support Services regarding the current projected financial position for 2022/2023 ahead of the setting and approving of the budget.

A report detailing the current position would be circulated to the Board as soon as this was available.

V HR AND EQUALITIES

(i) **UNAPPROVED MINUTE OF L&CD HR AND EQUALITIES COMMITTEE OF 12TH JANUARY, 2022**

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

The Board agreed that it was important to recognise efforts of all staff throughout the pandemic, and it was agreed that a proposal for how best to do this would be considered by the HR and Equalities Committee/Board in due course.

The hybrid working model was also discussed, and it was noted that discussions were ongoing with staff and trade unions regarding this.

The move from Shore Terrace was now likely to take place in March 2022, and although there had been some initial resistance to this, staff were now looking forward to the move. Concerns were raised regarding the suitability of premises at Castle Street, but assurances were given that these would be addressed, and that City Development were aware of these. The timeline for Central Library refurbishment was fluid, which gave an opportunity to explore the enhancing of public services within this venue.

Action: Judy Dobbie to consider proposals to recognise efforts of staff during the Pandemic.

Action: Proposals for hybrid working to be considered by Judy Dobbie.

Action: Judy Dobbie/Jayne Gair to consider improvements which could be undertaken at Central Library for staff and service users.

VI HEALTH & SAFETY AND PROPERTY

(i) UNAPPROVED MINUTE OF HEALTH & SAFETY AND PROPERTY COMMITTEE HELD ON 9TH DECEMBER, 2021

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

A query was raised regarding the water ingress at McManus Galleries, and concern expressed at the scale of this ingress. The Managing Director advised that this was being progressed with City development as a matter of urgency and an update would be given as soon as possible.

Action: Will Dawson to provide update on this matter when available.

VII OLYMPIA UPDATE

The Managing Director advised that a start date for works was still to be agreed, and unfortunately the dry site would have to close for the duration of works.

A report was being prepared for staff to outline secondment proposals during this period, noting that there may also be opportunities for deployment to Dundee City Council. It was also anticipated that the timetable for pool use would be agreed with schools/clubs shortly, thereafter public usage could be established and advertised accordingly.

Action: Judy Dobbie to progress staff secondment and finalisation of pool timetable.

VIII GOVERNANCE OF LEISURE & CULTURE DUNDEE

(i) COMMITTEE STRUCTURE MEMBERSHIP AND REMITS

There was submitted Report L&CD01-2022 by the Managing Director seeking Board approval for the recommendations contained therein in terms of Committee and Sub Group structure, membership and remits.

The Board noted the content of the report and approved the recommendations contained in items 4.3, 4.4 and Appendix 1 of the report.

(ii) FOLLOW UP ON STRATEGIC PLANNING DAY

The Managing Director advised that the follow up session had considered stakeholder groups and capital projects. A further half day session was planned to develop a new strategy for consideration by the Senior Management Team.

IX AOCB

There were no additional items to be considered.

XIII DATE OF FUTURE MEETINGS

(i) L&CD BOARD MEETING

Wednesday 30th March 2022 at 2.00pm via Microsoft Teams.

Moira METHVEN, Chair

