

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held at Dundee on 6th December, 2017.

Present:-

Sinclair AITKEN
George LAIDLAW

Will DAWSON
Richard McCREADY
Ian MATHERS

Moira METHVEN
Greg COLGAN

In attendance:-

Billy GARTLEY, Head of Cultural Services
Judy DOBBIE, Head of Library and Information Services
Paul HENEHAN, Head of Support Services

Apologies for Absence:-

Stewart MAXWELL, Caroline DOCHERTY and Stewart MURDOCH.

Sinclair AITKEN, Chair, in the Chair.

Prior to the commencement of business, a discussion was led regarding the Trustee Annual Review, and the resulting Action Plan which summarised the findings thereon. Thereafter, the key action points in the plan were discussed and actions noted. The Board agreed that although Leisure & Culture Dundee had built strong relationships within the community, the importance of retaining its own identity was paramount. It was considered that this process was valuable and would be important to continue with this in the future.

I WELCOME/DECLARATIONS OF INTEREST AND APOLOGIES

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

Standing declaration of Interest – Greg Colgan as an employee of Dundee City Council

II PREVIOUS BOARD MINUTES

- (i) MINUTE OF LEISURE & CULTURE DUNDEE BOARD MEETING HELD FOLLOWING THE AGM ON WEDNESDAY, 15TH NOVEMBER, 2017

The above Minute was submitted and accepted as a correct record, subject to the amendment at Article IV that the sculptures would be sponsored not purchased.

III MATTERS ARISING

- (ii) 2018 MEETING SCHEDULE

The 2018 Meeting Schedule was submitted and noted.

- (ii) CHRISTMAS AND NEW YEAR OPENING HOURS – AMENDED

There was submitted Report L&CD 16-2017 detailing the amended Christmas and New Year opening hours.

The Committee noted the above.

IV FINANCE AND BUSINESS DEVELOPMENT

- (i) MINUTE OF LEISURE & CULTURE DUNDEE FINANCE COMMITTEE HELD ON 29TH NOVEMBER 2017.

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

- (ii) RESERVES POLICY

It was reported that discussions were ongoing with Dundee City Council and that an update would be given to members in due course.

- (iii) INVESTMENT PROPOSALS

A report was tabled detailing proposed Leisure and Sports Development Projects.

The merits of the individual projects were discussed, with cost implications and also added value of the projects considered. Although the report provided some financial implications for Leisure & Culture Dundee, members felt that a more robust feasibility study and business plan was required to enable the various projects to be progressed. A criteria for priority projects was agreed and would be applied, which would also include the ability to secure outside funding for projects.

V LEAD TRUSTEES UPDATES

- (i) LEISURE AND SPORT SERVICES

Ongoing issues with the Learn to Swim programme had been resolved, and adult swim classes were progressing well. A good relationship had been established with Kanzen Karate, with a championship event now being held at DISC.

Dundee Ice Arena had now been established as a National Centre for Ice Hockey, and a three year programme for this was in place.

The first Santa Dash had taken place on 26th November, 2017 and had been a huge success.

- (ii) CULTURAL SERVICES

The Christmas Night Light had been enjoyed by all attendees, with the parade and musical extravaganza being spectacular.

The Music Award process had now begun, and the Music Development Team were focussing on implementation of the new Music Strategy for the city.

- (iii) LIBRARY AND INFORMATION SERVICES

Events to celebrate National Book Week, including an audience with Eddie Mair, had taken place, and funding from the Carnegie Trust to research memories of teddy bears secured.

Meetings to progress/inform the position of the Wellgate Centre and its impact on Central Library were to be held and any update would be reported to the Board.

- (iv) HEALTH & SAFETY AND PROPERTY

The unapproved Minute of Leisure & Culture Dundee Health and Safety Management Group held on 9th November, 2017 was submitted and noted.

- (v) HR AND EQUALITIES

The unapproved Minute of HR and Equalities Committee held on 16th November, 2017 was submitted and noted.

VI CULTURAL SERVICES – EXHIBITION POLICY

There was submitted Report No L&CD 15-2017 – Exhibition Policy providing the Board with updated Exhibition Policy and seeking approval for this.

The Board approved the document Leisure and Culture Dundee – Cultural Services Exhibition Policy to operate within Leisure & Culture Dundee.

VII AMENDED DELEGATED AUTHORITY

There was submitted Report L&CD 17-2017 – Amendment to Delegated Authority seeking approval for changes to Delegated Authority (as approved by the Leisure & Culture Dundee Board on 24th August, 2011 in Report L&CD 01-2011 and the L&CD Finance Committee on 24th April, 2013 in Report L&CD 13-2013).

The proposed amendments reflected the establishment of the Human Resources and Equalities Committee.

The Board requested to approve the following:-

- (i) establishment change notes where there were no permanent additional financial implications, e.g. amalgamation of part-time posts, changes to hours across posts, deletion and creation of same number posts, temporary posts with net additional cost of £0 and where there was a reduction in cost or changes to grades where the same numbers of posts remained. – authority be delegated to the Senior Management Team Management Team. These change notes be copied to the HR and Equalities Committee for information;
- (ii) establishment changes resulting in permanent additional financial implications with a value of less than £20,000 – authority be delegated to the Finance Committee, subject to approval of the HR and Equalities Committee; and
- (iii) major staff restructures involving numerous staff, requiring Union Consultation and with cost implications exceeding £20k – authority be retained by the Board on recommendations made by the Finance Committee.

VIII 2017 PLACE PARTNERSHIP REPORT AND UNESCO CITY OF DESIGN UPDATE

There was submitted Dundee Partnership Report dated 7th December, 2017 for information.

The Board noted the content of the report.

VIII FINANCE

(i) FINANCE REPORT AND OUTTURN – APRIL TO OCTOBER 2017

There was submitted a report detailed projected outturn based on figures for the period April to October 2017. The Committee noted the projected overspend of £51,000 which reflected a reduction in overspend of £9,000 from the previous month. It was noted that much of the overspend for repairs and maintenance related to work which was the responsibility of Dundee City Council therefore the question of reimbursement would be raised with them. Furthermore, the further reduction in reserves would need to be kept under scrutiny.

(ii) PERFORMANCE REPORT FOR THE PERIOD APRIL TO OCTOBER 2017

Performance figures were submitted, discussed and noted.

IX STAFFING

(i) L&CD ECN 30-2017 – PLACE PARTNERSHIP STAFFING

Two posts were established in March 2015 (L&CD ECN 03-2015 refers) for a fixed term of three years, to March 2018, to take forward the Cultural Strategy and to also co-ordinate the UNESCO City of Design programme and provide administrative support. The success of numerous external funding applications over and above the main Place Partnership programme funding has enabled elements of the programme to be matched funded allowing the programme to extend to the end of 2018.

The Finance Committee approved the extension of the two fixed term posts until 31st December, 2018 to allow the programme to complete its work.

Post 259634 – Programme Co-ordinator (City of Design), Grade 9, 37 hours (£23,168-£31,197), extend fixed term to 31st December, 2018.

Post 259635 – Desk Officer (City of Design), Grade 7, 37 hours (£21,338 - £23,981), extend fixed term to 31st December, 2018.

(ii) L&CD ECN 32-2017 – MODERN APPRENTICE – OUTDOOR LEARNING

The Finance Committee had approved the establishment of Assistant Outdoor Learning Worker Modern Apprentice post within the Ancrum Outdoor Centre to allow the employment of a young person to learn various skills that would enhance their future career opportunities within the adventure industry.

The post would be fixed term for two years, 37 hours per week, MA Grade 5.

(iii) L&CD ECN 33-2017 – MODERN APPRENTICE – ACTIVE SCHOOLS

The Finance Committee had approved the establishment of Active Schools Assistant Modern Apprentice post to allow the employment of a young person to learn various skills and work towards a SVG Leisure Management Modern Apprentice qualification.

The post of Active Schools Assistant Modern Apprentice, 37 hours per week, MA Grade 6 would be initially for one year, however, depending on the skills and progress of the successful candidate, this may be extended for a further year.

(iv) L&CDECN 34-3027 – LIBRARY AND INFORMATION SERVICES

There was submitted L&CD ECN 34-2017 advising that over recent years, a number of front line staff in Library and Information Services had reduced their hours through flexible working and flexible retirement requests resulting in a reduction in the number of full time posts.

As part of succession planning, a new supervisory post needed to be created within the Local History Department to enable key knowledge and skills to be passed on. This was required to be a grade 9 post to reflect the element of specialisation.

The Finance Committee had recommended the following changes to the establishment, which were approved:-

Redesignate post 257442 Library and Information Officer, Grade 9 (£28,168-£31,197), 37 hours per week to Library and Information Worker Grade 7 (£21,338-£23,981), 37 hours per week.

Establish new post, Library and Information Officer, Grade 9 ((£28,168-£31,197), 37 hours per week.

Reduce hours of post 256497, Library and Information Worker, Grade 7 (£21,338 - £23,981) from 37 hours to 18.5 hours per week.

Reduce hours of post 256492, Library and Information Worker, Grade 7 (£21,338 -£23,981) from 37 hours to 29.19 hours per week.

Reduce hours of post 256608, Library and Information Assistant, Grade 4 (£17,113 - £18,174) from 37 hours to 19.75 hours per week.

Reduce hours of post 256632, Library and Information Assistant, Grade 4-5 (£17,113 - £19,563) from 21 hours to 18.5 hours per week.

Establish new post of part time Library and Information Assistant, Grade 4-5 (£17,113 - £19,563) 18.5 hours per week.

(v) L&CD ECN 35-2017 – OUTDOOR LEARNING

There was submitted L&CD ECN 35-2017 advising that recently there had been increasing demand for the services provided by Ancrum Outdoor Centre.

The establishment of an additional outdoor learning worker would allow the existing full-time outdoor learning team to meet contractual agreements made with customers (schools) to undertake planning, inductions, school visits, programming and evaluation – impact measuring.

The post would be part funded by attainment challenge funding (£12,000).

The addition of this post would also afford Ancrum the capacity to deliver more public, private and NGB training courses. It was forecast that this post would generate further income of up to £10k over the twelve month period.

The Committee agreed to establish post of Outdoor Learning Worker, Grade 8, (£23,981 - £28,168), 37 hours per week, fixed term for a period of twelve months.

X AOCB

XI DATE OF NEXT MEETING

Wednesday, 7th February, 2018 in Caird Hall Conference Room 6.

2.00 pm – Pre Board Session and Refreshments

3.00 pm Board Business Meeting

Sinclair AITKEN, Chair.