

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held at Dundee on 5th June, 2019.

Present:-

Sinclair AITKEN  
George LAIDLAW  
Caroline DOCHERTY  
Michael MARRA

Stewart MAXWELL  
Moira METHVEN  
Greg COLGAN  
Stewart MURDOCH

Will DAWSON  
Christina ROBERTS  
Louis LEE

In attendance:-

Graham WARK, Head of Sports and Leisure  
Judy DOBBIE, Head of Library and Information Services  
Paul HENEHAN, Service Manager, Support Services  
Billy GARTLEY, Head of Cultural Services

Apologies for absence were intimated from Ian MATHERS.

Sinclair AITKEN, Chairperson, in the Chair.

Prior to the commencement of business, a Confidential Session for Trustees was held.

The Board were advised that the timetable previously advised for the recruitment of the Managing Director had slipped. It would now be after the summer recess. The panel will include the LACD Chair and Chair of HR.

A note was submitted by the Managing Director detailing discussions held at the previous Board Meeting of 27th March, 2019. Clarity was sought by members on various aspects of the succession planning process, in particular, the recruitment of new Trustees and their status as Board members.

Thereafter, members were briefed on the candidates who were to be recommended for appointment to the Board, noting the diverse and wide ranging knowledge and expertise that the candidates had. It was further noted that another candidate who was not seeking appointment had agreed to assist with operational matters for the Regional Performance Centre Dundee (RPCD).

A brief update was then given to members on the Dundee City Council/Leisure & Culture Dundee Review Group meeting which had been held on 3rd June, 2019. Discussions had been positive with concerns about proper maintenance/upkeep of Olympia noted. The Chief Executive had promised action on these concerns.

It was suggested that an addition Review meeting per year could be beneficial to ensure that Dundee City Council officers were aware of issues affecting the Board, and it was agreed that this be arranged following consultation with the Leader/Chief Executive.

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

The Chairperson welcomed Trustees to the meeting.

Standing Declarations of Interest - Stewart Murdoch and Greg Colgan as employees of Dundee City Council.

## **II APPROVAL OF PREVIOUS MINUTES**

- (i) APPROVAL OF MINUTE OF LEISURE & CULTURE DUNDEE BOARD MEETING HELD ON 27TH MARCH, 2019

The above mentioned minute was submitted and approved.

### III MATTERS ARISING

There were no matters arising.

### IV FINANCE AND BUSINESS DEVELOPMENT

#### 2018/19 BUDGET

The 2018/19 results were still being finalised, however, it was likely that the deficit would be below the figures previously indicated i.e. less than £80,000.

(i) MINUTE OF LEISURE & CULTURE DUNDEE FINANCE COMMITTEE HELD ON 24TH APRIL, 2019

The minute of the Finance Committee of 24th April, 2019 was submitted and approved.

(ii) UNAPPROVED MINUTE OF LEISURE & CULTURE DUNDEE FINANCE COMMITTEE HELD ON 29TH MAY, 2019

This item was deferred.

(iii) LEISURE & CULTURE DUNDEE 2019/20 REVENUE BUDGET – UPDATE ON IMPLEMENTATION OF SAVINGS

The Committee noted the updated template detailing how the savings totalling £868,000 were to be achieved cumulatively across service areas. These templates separated the savings required in their individual service elements.

Updates were given in respect of the various service areas and a brief update on progress given by Heads of Services: -

- **Leisure and Sport**

Lease negotiation led by DCC for the Dundee Ice Arena shop would result in a slight income reduction and budgets had been adjusted accordingly.

Other income targets were on target to be achieved although those for the new Menzieshill Community Sports Facility and RPCD were unknown.

The Review of Aquatics Management Structure had been delayed, however, this was unlikely to have an impact on savings targets.

- **Cultural Services**

Savings from grants payable to third parties would be achieved. Early indicators were that the increased income targets would not be achieved, however, this would be monitored closely. It was extremely difficult to predict trends for Caird Hall lets and booking office income as these did not follow particular patterns throughout the year.

Audio Tours would provide a new income stream, but again it was difficult to predict projected income from this new service. Retail sales were on target and it was noted that developments were ongoing regarding the McManus website to facilitate E-commerce.

- **Creative Services**

Reductions across the budgetary strands would result in savings being achieved. The Committee agreed that the monitoring template was useful for providing a snapshot of savings achieved across service areas, whilst allowing Heads of Service to monitor the impact on service delivery.

- **L&CD Capital Projects Board**

The minute of meeting held on 29th May, 2019 was submitted and noted. It was noted that priority projects/costs were as follows:

- Clip 'n' Climb – £1.5 million
- Indoor Tennis Centre – total cost £1.5 million, of which 0.5 would be required from the Dundee City Council Capital Plan
- Golf Driving Range – indicative cost £1.6 million

Additionally, Dundee City Council and Leisure & Culture Dundee had been working with Ice Sports Dundee to bring forward proposals for a second ice pad at the Dundee Ice Arena.

It was reported that the Leader of Dundee City Council was keen for the progression of these projects, as were Board members.

Other projects were discussed, however, it was unlikely these would be further developed in the next financial year.

A suggestion was made that Trustees be given the opportunity to visit the new Menzieshill Hub and it was agreed that this be organised for August, 2019.

## **V HR AND EQUALITIES**

(i) UNAPPROVED MINUTE OF HR AND EQUALITIES COMMITTEE HELD ON 13TH MARCH, 2019

(ii) REGIONAL PERFORMANCE CENTRE DUNDEE – STAFFING  
LEISURE & CULTURE DUNDEE MANAGING WORKFORCE CHANGE

There was submitted Report No L&CD12-2019 by the Managing Director, to seek approval for the creation of the staffing establishment for the Regional Performance Centre Dundee (RPCD), pending remaining evaluation of job descriptions.

It was recommended that the Board agreed the staffing proposals detailed in the report, subject to a review after a six month period.

Concern was raised that should a shortfall occur, there did not appear a clear strategy on how to address this. In response, the Head of Sports & Leisure noted that indicative figures had been provided three years ago and that in the intervening period the footprint of the facility had changed significantly, which had resulted in the need for an increase in staff.

Trustees agreed that it was important that this report be approved to enable the commencement of the recruitment process, and that assurances be sought from the Chief Executive that an 'open book' approach be applied to this budget for a three year period.

(iii) LEISURE & CULTURE MANAGING WORKFORCE CHANGE – UPDATE

VER savings of approximately £20,000 were potentially applicable however this would still leave significant shortfall for savings required in the current financial year.

(iv) TRADE UNION CONSULTATIVE BALLOTS

Consultative Ballots for possible industrial action were still ongoing. Discussions would be held with Unions to clarify which service areas could receive a dispensation if required.

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

- (i) **UNAPPROVED MINUTE OF LEISURE & CULTURE DUNDEE HEALTH & SAFETY AND PROPERTY COMMITTEE HELD ON 9TH MAY, 2019**

The unapproved minute of Leisure & Culture Dundee Health & Safety and Property Committee held on 9th May, 2019 was submitted and noted.

## **VII DRAFT CORPORATE PLAN**

A copy of the Draft Corporate Plan was tabled for information.

Any final comments were to be given to the Managing Director as soon as possible, after which the Plan would be submitted to the July Board Meeting for approval.

## **VIII LEASES & OPERATING AGREEMENT**

It was reported that leases for both Menzieshill Community Hub and RPCD were still to be signed but this would not affect the recruitment process for these facilities. Contact would be made with Dundee City Council to ensure that leases were finalised as soon as possible.

## **IX COLLABORATION WITH ANGUSALIVE**

Correspondence was attached for members' information detailing the agreement reached between the Chair and Chair of Angusalive to explore areas where both organisations could work together for mutual benefit.

The Board welcomed the opportunity to operate with a collaborative approach with Angusalive.

## **X LEAD TRUSTEE UPDATES**

- (i) **Leisure & Culture Dundee Extended Management Team Information Exchange June, 2019**

The information exchange was submitted and noted.

- (ii) **Lead Trustee Group**

The Minute of Meeting of the Lead Trustees Group held on 30th April, 2019 was submitted and noted.

- (iii) **Library and Information Services**

A digital storytelling event would be held on 26th June, 2019 to celebrate the end of this project. Over 2000 pupils had participated in World Book Day across the city's libraries. Income was now being generated from the 'Find My Past' website, and collaboration was ongoing with retail pop-ups.

The renovation of Coldside Library was progressing well, and Menzieshill Library set to open on schedule.

**(iv) Cultural Services**

50th Anniversary celebrations for Broughty Castle had been very successful and the event had highlighted its status as a key facility and icon of the city.

A web-based app, which would digitise the McManus ship model collection, was to be launched in 2020. Also, staff were working hard to promote the new audio guide at McManus.

**(v) Leisure & Sport Services**

Attendances had increased significantly at DISC following the launch of new fitness classes, with attendance overall reaching record levels.

It was noted that Streetsoccer had been in contact seeking to expand their project work targeting homeless people from the Lynch. A report on this would be presented at the next Board meeting.

**(vi) Dundee Young Stakeholders - Feedback**

This item was deferred until the next Board meeting.

**XI AOCB**

**(i) Partnership Agreement with sportscotland**

There was submitted Report L&CD14-2019 to present the Partnership Agreement between **sportscotland**, Dundee City Council and Leisure & Culture Dundee.

Robbie Stewart from **sportscotland** spoke to the report from a **sportscotland** perspective noting that the Partnership Agreement was a commitment between Dundee City Council, Leisure & Culture Dundee and **sportscotland** to identify, plan and deliver, shared priorities for sport and physical activity, and to secure an in-principle commitment to resources and working together over the period April 2019-March 2023.

The Board agreed to note the report and agreed to proceed to work with **sportscotland** and Dundee City Council to deliver sport and physical activity outcomes as set out in the Partnership Agreement.

(ii) It was noted that Dundee Festival Trust continued to meet. The Trust supported Dundee based community groups and cultural organisations looking to enhance their programme of cultural activity within Dundee.

(iii) Susan Gillan, Caird Hall Manager, won Accessible Business of the Year at the Business Woman Scotland Awards.

(iv) The Bash Street Exhibition had been highly commended at the Museum and Heritage UK Awards.

(v) Concern was raised regarding the constraints in place for delivery of the Modern Apprentice programme. Members expressed their disappointment that financial reasons were preventing LACD from extending their commitment to the creation of apprenticeships..

**XII DATES OF FUTURE MEETINGS**

(i) L&CD Board Meeting – Wednesday, 31st July, 2019  
Caird Hall Conference Room 6, 1 Shore Terrace, Dundee DD1 3AH

Sinclair AITKEN, Chairperson.