

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held at Dundee on 2nd December, 2015.

Present:-

Sinclair AITKEN  
Gillian EASSON  
Brian GORDON

Stewart HUNTER  
Laura MASON  
Ian MATHERS

Richard MCCREADY  
Stewart MURDOCH  
Alan RAE

In attendance:-

Judy DOBBIE, Head of Library and Information Services  
Caroline FINDLAY, Head of Support Services  
Billy GARTLEY, Head of Cultural Services  
Paul HENEHAN, Finance & Business Development Team Leader  
Graham WARK, Head of Leisure and Sport  
Kenny CHRISTIE, Whitehall Theatre  
Graeme SMITH, Whitehall Theatre

Apologies for absence:-

Bob DUNCAN, Alice BOVILL and Marjory STEWART

Sinclair AITKEN, Vice Chair, in the Chair.

#### PRE-BOARD SESSION

Kenny Christie and Graeme Smith gave a presentation updating the Board on recent developments at the Whitehall Theatre. Leisure & Culture Dundee were thanked for the support provided by the Board, and staff, which had contributed to the relaunch of the Whitehall Theatre as a viable and sustainable operation providing a 4Star VisitScotland accredited venue for community and professional productions culture.

The Board noted the achievements and, looking forward, further noted ongoing development of a strong working partnership between Leisure & Culture Dundee, the Whitehall Theatre and other venues in the city through shared Box Office facilities and membership of the strategic Halls and Theatres Programming Group.

Kenny and Graeme were thanked for their interesting presentation and left the meeting.

#### BOARD MEETING

##### **I WELCOME/DECLARATION OF INTEREST/APOLOGIES**

The Chair welcomed those present to the meeting and apologies for absence were noted.

Standing Declarations of Interest – Stewart Murdoch as an employee of Dundee City Council.

##### **II MINUTES**

- (i) 7th October, 2015
- (ii) 18th November, 2015

The above minutes were submitted and accepted as correct records.

**III MATTERS ARISING**

(a) **NOMINATIONS COMMITTEE AND TRUSTEE RECRUITMENT**

Stewart Murdoch updated the Board on the recruitment process.

(b) **PROPOSED TRANSFER OF FACILITIES FROM DUNDEE CITY COUNCIL:  
OUTDOOR LEARNING AND ACTIVE SCHOOLS**

Reference was made to Article III(a) of the minute of meeting of this Board of 7th October, 2015 when it had been noted that discussions with Dundee City Council relative to Outdoor Learning and Active Schools were ongoing.

The Board heard that, following robust analysis, officers were satisfied that Outdoor Learning and Active Schools could both transfer successfully to Leisure & Culture Dundee should Dundee City Council request such a transfer.

The Board noted the position and requested submission of written proposals for consideration prior to reaching any final decision.

**IV FINANCE AND BUSINESS DEVELOPMENT**

The minute of meeting of 25th November was tabled for information and record purposes.

**V LEISURE & CULTURE DUNDEE/DUNDEE CITY COUNCIL ANNUAL REVIEW MEETING**

The minute of the above meeting was submitted for information.

**VI TRUSTEE ANNUAL REVIEWS**

(a) **ACTION PLAN**

The Action Plan generated from the Trustee Annual Reviews was submitted, discussed and noted.

(b) **GLASGOW LIFE VISIT**

Trustees provided verbal feedback on the recent visit to Glasgow Life.

**VII UNESCO CITY OF DESIGN PROGRAMME 2016 – DUNDEE INTERNATIONAL DESIGN FESTIVAL 2016**

On a reference to Article V of the minute of meeting of the Finance Committee of 25th November, 2015, when the Finance Committee approved a contribution of £8,500 ( in cash and in kind) towards the Dundee International Design Festival 2016 should a funding bid be successful, there was submitted Report L&CD17-2015 by the Managing Director.

The Board noted the proposals for the Dundee International Design Festival and agreed that Leisure & Culture Dundee hold a Licence to Occupy the West Ward building for the period required to set up and deliver the Dundee International Design Festival 2016.

## **VIII MANAGEMENT TEAM REPORT**

There was submitted Report L&CD16-2015 providing the Board with an overview of progress with strategic priorities and emerging issues.

The Board noted progress with implementing agreed development and discussed emerging issues.

## **IX HEALTH & SAFETY MANAGEMENT TEAM REPORT**

The unapproved minute of the Health & Safety Management Group meeting of 13th November, 2015 was submitted, discussed and noted.

### **X AOCB**

#### **(a) SOCIAL MEDIA**

The draft Marketing and Communication Plan 2016/2017 was tabled for information.

#### **(b) LOCHEE**

The Board noted it was anticipated the refurbished Lochee facility would reopen in the new year.

#### **(c) VENUE HIRE BROCHURES**

Copies of the new brochures were circulated.

## **XI DATES OF FUTURE MEETINGS**

#### **(a) CHRISTMAS SOCIAL**

6.30 pm on Tuesday, 8th December.

#### **(b) MEETING SCHEDULE 2016**

The Meeting Schedule for 2016 had been circulated. Board members noted the revised meeting format and were asked to submit any requests for specific topics for discussion to Stewart Murdoch.

#### **(c) FIELD VISITS**

The Board noted proposals for field visits in February.

#### **(d) BOARD MEETING**

- Wednesday, 3rd February, 2016

2.00 pm –	Topical Discussion/Presentation
3.00 pm –	Refreshments
3.15 pm -	Business Meeting

Sinclair AITKEN, Vice-Chair.