

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held at Dundee on 7th February, 2018.

Present:-

Sinclair AITKEN
George LAIDLAW
Gillian EASSON
Caroline DOCHERTY

Will DAWSON
Richard McCREADY
Ian MATHERS

Moira METHVEN
Greg COLGAN
Stewart MAXWELL
Stewart MURDOCH

In attendance:-

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

Apologies for Absence:-

Sinclair AITKEN, Chair, in the Chair.

Prior to the commencement of business, Gillian Easson advised members that Creative Dundee had joined Creative Scotland's Regularly Funded Organisation network, which would support its ambitious programme of work over the next three years, from 2018 to 2021.

Creative Dundee was a creative network organisation supporting creative talent to base, grow and sustain their practice in and around Dundee, by connecting and amplifying the city's creativity.

The invaluable funding over three years would enable the development of programme activities to support the continual growth of a vibrant, strong and sustainable creative sector and city, providing greater visibility, tools, resources and opportunities to local practitioners and businesses.

Congratulations were extended to both Creative Dundee and Gillian for achieving core funding, noting that this would be of benefit to the whole city and allow its profile to continue to rise.

Thereafter, reference was made to item IV(ii) on the agenda – 2018/2019 Budget. As the Dundee City Council Budget was still undergoing preparation it was considered to be prudent to delay discussions regarding the Dundee City Council proposals, and their impact on Leisure & Culture until the finalised budget is known.

Accordingly, it was agreed that the Finance Committee scheduled for 28th February, 2018 would also incorporate a special meeting of the Board, to:-

- agree a review of charges
- note the level of savings required
- agree a strategic approach to achieve this

The Board further noted that development of projects to generate income was paramount, particularly so due to the anticipated financial challenges. A programme of projects was tabled, with the most advantageous listed in ascending order, including:-

- Golf driving range – to be progressed at future meeting of Finance Committee
- Clip and Climb play area at East Marketgait
- Sport/football cage
- Tennis Centre
- Development of Ice Pad at Dundee Ice Arena

The Board welcomed the innovative thinking behind the projects, whilst noting frustration that many could be impacted by the implications of the Barclay Review.

(ii) 2018/19 BUDGET

The Board noted the previous discussions held in this regard and agreed that a Special Board meeting be held on 28th February, 2018 to consider all pertinent issues.

V LEAD TRUSTEES UPDATES

(i) CULTURAL SERVICES

Various community groups and volunteers were continuing to be supported by The McManus, with significant grant awards being made.

The Friends of the Caird Hall have raised over £12,000 for a new organ and it was agreed that their efforts be acknowledged by the Chair.

Learning and Education Team were now supporting the young adult group to create a programme of activities for the Year of the Young People.

Dundee and Angus Visitor Accommodation Association were in contact with lead officers for Broughty Ferry Castle which would give a greater understanding of the potential for this attraction and enhance and increase its promotion.

The Portraiture Exhibition had been extremely well received, with staff from the National Portrait Gallery to attend at a future date. It was agreed that the Chair welcome those visiting staff attending.

(ii) LIBRARY AND INFORMATION SERVICES

SPFL were running a reading scheme in conjunction with Dundee Football Club and Dundee United Football Club whereby pupils from Dens Road Primary School would have access to tickets to matches if reading goals were achieved.

A lighting upgrade at Central Library is being undertaken to improve energy efficiency. An Anne Frank exhibition was to be held in May 2018. Preparations were also underway for the 90th anniversary of Broughty Ferry Library.

Reference was made to the lift currently out of action and it was agreed that the urgency of resolving this issue be raised with City Development. The Managing Director noted that, while there had been numerous complaints, staff had put in place temporary measures to minimise customer inconvenience and maintain DDA compliance.

(iii) LEISURE AND SPORT SERVICES

In conjunction with the Bairns Trust, Active Schools had been able to co-ordinate a programme of activities within schools, which had been very successful.

Dundee Ice Arena continued to nurture and develop young athletes within the city, in particular Natasha McKay who was representing Great Britain in the Winter Olympics.

All Learn to Swim classes had now been reinstated and staff within Lochee Sport and Leisure Centre had undertaken equality and diversity training at Dundee International Women's Centre.

Camperdown Wildlife Centre had been closed over the Christmas period to allow the lion tailed macaques to grieve after one of their troop died. Thanks were extended to staff for the way they had handled this event and for securing positive public feedback.

(iv) HEALTH & SAFETY AND PROPERTY

The Minute of Leisure & Culture Dundee Health and Safety Management Group held on 11th January 2018 was submitted and noted.

(v) HR AND EQUALITIES

The Minute of HR and Equalities Committee held on 17th January 2018 was submitted and noted.

VI AMENDMENT TO DELEGATED AUTHORITY

There was submitted Report L&CD 01-2018 – Amendment to Delegated Authority seeking approval for changes to Delegated Authority as:-

- approved by the Leisure and Culture Dundee board on 24th August, 2011 in Report L&CD 01-2011 and
- approved by the Leisure and Culture Dundee Finance Committee on 24th April, 2013 in Report L&CD 13-2013
- discussed by the Leisure and Culture Dundee Board on 6th December, 2017 in Report L&CD 17 2017.

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

The Board approved the following:-

- (i) Establishment change notes where there are no permanent additional or reduction in financial implications, e.g. amalgamation of part-time posts, changes to hours across posts where net change in hours is 0, deletion and creation of same number of posts where funding has been extended – authority to be delegated to the Senior Management Team. These change notes to be copied to the Human Resources and Equalities Committee for information;
- (ii) Establishment changes resulting in permanent additional financial implications with a value of £20,000 or less, reduction in core budget (deletions, reduced grades, etc.) or any changes to post grades which may result in net additional cost of £ - authority to be delegated to the Finance Committee, subject to approval of the Human Resources and Equalities Committee; and
- (iii) Major staff restructures, changes requiring union consultation, and changes with permanent additional financial implications exceeding £20,000 – authority to be retained by the Board on recommendations made by Finance Committee, subject to approval by Human Resources and Equalities Committee.

VII TRUSTEE FIELD VISITS – FRIDAY 16TH AND TUESDAY 27TH FEBRUARY 2018

A proposed programme of Trustee Field Visits was submitted and approved.

VIII DUNDEE PHYSICAL ACTIVITY STRATEGY

The Dundee Physical Activity Strategy was submitted and noted. The Board welcomed this, noting the strategy was the first in Scotland and anticipated its launch on 2nd March, 2018.

IX LEISURE & CULTURE DEVELOPMENT MANAGEMENT/TRADE UNION LIAISON MEETING

The minute of meeting held on 17th January, 2018 was submitted and noted. The positive engagement of trade union representatives at this meeting had been welcomed.

X LEISURE & CULTURE DEVELOPMENT PURPOSE STATEMENT – TO APPROVE UPDATED VERSION

There was submitted an updated Leisure and Culture Development Purpose Statement.

The Board approved the updated Statement as detailed.

XI ESTABLISHMENT CHANGE NOTE

- (i) LEISURE & CULTURE DEVELOPMENT ECN 05-2018 – SCHOOLS COMMUNITY FACILITIES STAFFING

This item was withdrawn.

- (ii) LEISURE & CULTURE DEVELOPMENT 08-2018 – HARRIS SCHOOLS COMMUNITY FACILITIES STAFFING

There was submitted Agenda Note ECN08-2018 seeking approval to create 2 part time Leisure Attendant Posts to deliver the School Community Facilities operation at Harris Academy.

Currently the model at Harris was staffed from a pool of casual Leisure Attendants. The same pool of staff was also used to provide operational cover at DISC, Douglas, Lynch and McTaggart as well as Grove and St. Paul's in relation to sickness absence cover and annual leave. Prior to the establishment of the casual pool all cover was provided through overtime at a much higher cost to Leisure & Sport.

The reliance on the casual pool had resulted in operational difficulties, particularly around staff availability and IT and Corporate access for the respective staff members; there had also been an increase in ancillary costs such as essential staff training and uniform provision. The nature of the casual pool had resulted in a high turnover of staff over the last 12 months.

It was therefore proposed to create 2 part time assignable permanent posts. These posts would be Leisure Attendant Assignable posts, Grade 3, with an average 19 hours per week.

This would allow for the Harris Academy and school estate operation to be staffed more efficiently.

The Board approved the following permanent changes to establishment:

Establish 2 x new post of Leisure Attendant Assignable, 19 hours per week, Grade 3 (£15,454 - £17,113 pro rata)

XII ANY OTHER COMPETENT BUSINESS

- (i) GENERAL DATA PROTECTION REGULATION (GDPR)

The Board noted the requirements of GDPR and steps by Leisure and Culture Dundee required to be taken to ensure compliance.

Procedures would be put in place to detect, report and investigate personal data breaches and to fulfil this correctly would be a significant task.

XIII DATE OF NEXT MEETING

Wednesday, 28th March, 2018 in Caird Hall Conference Room 6.

2.00 pm – Pre Board Session and Refreshments
3.00 pm – Board Business Meeting

Sinclair AITKEN, Chair.