

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held at Dundee on 28th March, 2018.

Present:-

Sinclair AITKEN  
George LAIDLAW  
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:-

Stewart HUNTER  
Gillian EASSON

Sinclair AITKEN, Chair, in the Chair.

Prior to the commencement of business, the Board were given an opportunity to meet Apprentices and Graduate Trainees who were currently working with Leisure & Culture Dundee in a variety of roles. The Apprentices and Graduate Trainees outlined their various roles across the services and shared their experiences and aspirations for the future.

On behalf of members, the Chair thanked everyone for their positive and informative presentation and wished them well for 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 - Stewart Murdoch as an employee of Dundee City Council  
- Greg Colgan as an employee of Dundee City Council

## **II PREVIOUS BOARD MINUTES**

(i) MINUTE OF LEISURE & CULTURE DUNDEE BOARD MEETING HELD ON WEDNESDAY, 7TH FEBRUARY 2018

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

## **III MATTERS ARISING**

(i) BARCLAY REVIEW – UPDATE

Correspondence from the Chair and Vice Chair seeking clarification from the Cabinet Secretary Derek McKay regarding the Barclay Review was tabled, along with his response. It was anticipated that advice on how to apply charitable rate relief to existing/replacement facilities would be given in due course, and this would be shared in due course.

(ii) PUPIL EQUITY FUND

A dialogue had been entered into with representatives of the Executive Director of Children and Families Services, to establish if Leisure & Culture Dundee could provide additional and complimentary services for schools through Pupil Equity Funding. The Board agreed that in order to

access this fund, relationships would need to be built with individual schools so that Leisure & Culture Dundee could offer services that would complement the school attainment plans.

(iii) **DUNDEE WANDERERS' EURO HOCKEY CHAMPIONSHIPS**

The Euro Hockey Championships had been held in the DISC in February 2018. This event had been live streamed across Europe, raising the prominence of the venue and its suitability for holding large and high profile events.

**IV FINANCE AND BUSINESS DEVELOPMENT**

(i) **MINUTE OF LEISURE & CULTURE DUNDEE FINANCE COMMITTEE AND SPECIAL BOARD MEETING HELD ON 28TH FEBRUARY 2018**

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

(ii) **MINUTE OF LEISURE & CULTURE DUNDEE FINANCE COMMITTEE MEETING HELD ON 21ST MARCH 2018**

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

(iii) **2018-19 SAVINGS PROPOSALS – CONFIDENTIAL REPORT L&CD 04-2018 AND APPENDICES**

There was submitted Report No L&CD 04-2018 seeking approval for savings proposals required to set the Final Revenue Budget.

The Board discussed the proposals in detail, noting that positive dialogue had been held with the Leader of the Administration with regards to the savings proposals, and the effect that this would have on future service provision.

The Board agreed to:-

- (a) Approve the Review of Charges as detailed in Appendix 1.
- (b) Note the 2018/19 management fee agreed by Dundee City Council.
- (c) Approve the savings options totalling a full year effect of £296,000, previously discussed and broadly agreed under report L&CD 03-2018 at Leisure & Culture Dundee Board meeting of 28th February 2018, Appendix 2.
- (d) Instruct the Management Team to bring forward a report detailing the proposed agreement with Dundee City Council to cover a reduction in the reserve position, replacing the reserve with an underwritten guarantee against a trading loss or investment decision and also provide alternative savings options to replace those contained within Appendix 3.
- (e) Extend an invitation to all Trustees to attend the next Finance Committee meeting scheduled for 25 April 2018 at 2.00 pm
- (iv) **RISK MANAGEMENT AUDIT**

The Board were advised that an updated Risk Register would be submitted to the next meeting of the Finance Committee, and would be tabled at the next Board meeting on 6th June, 2018.

## **V LEAD TRUSTEE UPDATES**

### **(i) HEALTH & SAFETY AND PROPERTY**

The minute of the Leisure & Culture Dundee Health & Safety and Property Committee held on 15th March, 2018 was submitted and noted.

### **(ii) HR AND EQUALITIES**

The minute of HR and Equalities Committee held on 14th March, 2018 was submitted and noted.

#### **(ii)(a) L&CD ECN 10-2018 - Olympia Pool Party Lifeguards**

The Board noted that approval had been given by the Finance Committee for the undernoted post:-

Amend Post 742327, Lifeguard, 20 hrs per week equated for 40 weeks per year, Grade 3 (pro rata £15,454-£17,113) to 20 hrs per week, 52 weeks per year, fixed term until 31st March 2019.

#### **(ii)(b) L&CD ECN 11-2018 – Community Schools Staffing**

This item was withdrawn.

### **(iii) LIBRARY AND INFORMATION SERVICES**

The lighting upgrade at Central Library was now complete, and lift repairs to commence shortly. The event in the Steps Theatre with Professor Sue Black had been hugely successful, re-enforcing the suitability of the Steps Theatre for such occasions.

DWP were hugely satisfied with ongoing arrangements at the library. In conclusion it was advised that 3D printing workshops were being held at this venue – an update on this would be given at a future meeting.

### **(iv) CULTURAL SERVICES**

A significant donation towards the fundraising target for a Steinway Piano in the Marryat Hall had been received, which in turn was benefitting from Gift Aid.

Through the National Fund for Acquisitions the 'Michael Marra' exhibit by Calum Colvin had been purchased.

Beatles photographs had also been purchased and would be copyrighted for sale purposes within Leisure & Culture Dundee facilities.

The 'Bash Street' event had gathered a lot of nationwide publicity, monetisation of this estimated be circa £70,000.

The Music Development service had recently made various awards and the staff choir was well supported and enjoyed by members.

Dark Dundee had shown an interest in operating a city tour and this was being progressed in conjunction with legal advice from Dundee City Council.

### **(v) LEISURE AND SPORT SERVICES**

Efforts were being made to engage with young people in the city, to encourage them to participate and volunteer in sporting activities. An Indoor Triathlon had been held, which had been a unique way to showcase the Olympia. New costume dryers at Olympia had also recently been installed. Discussions were ongoing with regards to parking arrangements at the McTaggart Gymnastic Centre, with the likelihood that a barrier would be installed.

The Active Lifestyle Card had now been launched and it was anticipated uptake for this would increase once the revised policy structure was in place. It was agreed that this card should also be promoted on the Dundee City Council website/intranet.

(v)(a) 7th WUKF World Championships, Dundee: Monday 11th to Sunday 17th June 2018 – Kanzen Karate

To assist with arrangements for the WUKF World Championship Authority for Leisure & Culture Dundee to enter into a Licence to Occupy part of the car park adjacent to Dundee Ice Arena for the duration of the Championships was sought.

The Board agreed to this request.

## **VIII TRUSTEE FIELD VISITS, FEBRUARY 2018: FEEDBACK**

A copy of feedback from Trustee field visits was tabled for the Board's information. It was noted that key action points would be produced from the feedback, and would be shared thereafter.

### **9 AOCB**

#### **9.1 VISITDUNDEE**

An invitation to Leisure & Culture Dundee to be represented on the board of VisitDundee had been received.

The Board agreed that it would be more appropriate for relevant staff members to create links with VisitDundee. VisitDundee would be advised of this decision accordingly.

#### **9.2 LEISURE & CULTURE DUNDEE WEBSITE – POSTING OF BOARD PAPERS**

A discussion was held regarding the making public of agendas/reports/minutes of the various sub-groups and stakeholder groups.

The Board agreed that to allow robust conversations to continue at these meetings, status quo should remain.

Furthermore, it was reported that to allow better access to electronic documents, a review of the Google Drive would be undertaken.

#### **9.3 MEETING WITH FIFE CULTURAL TRUST – MINUTE OF MEETING HELD ON 15TH FEBRUARY, 2018**

A copy of the minute of meeting with Fife Cultural Trust was submitted for members' information

## **X DATE OF NEXT MEETING**

Wednesday, 6th June, 2018 in Caird Hall, Conference Room 6

2.00 pm – Pre Board Session and Refreshments

3.00 pm – Board Business Meeting

Sinclair AITKEN, Chair.