

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held at Dundee on 6th June, 2018.

Present:-

Sinclair AITKEN
Caroline DOCHERTY

Will DAWSON
Richard McCREADY
Moira METHVEN

Stewart MAXWELL
Stewart MURDOCH

In attendance:-

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

Apologies for Absence:-

Ian MATHERS
George LAIDLAW
Billy GARTLEY
Gillian EASSON
Greg COLGAN

Sinclair AITKEN, Chair, in the Chair.

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

II PREVIOUS BOARD MINUTES

- (i) MINUTE OF LEISURE & CULTURE DUNDEE BOARD MEETING HELD ON WEDNESDAY, 28TH MARCH, 2018

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

III MATTERS ARISING

- (i) GDPR

The Head of Library and Information Services reported that work was ongoing within all service areas to ensure that there was compliance with GDPR regulations. Online mandatory training was being undertaken by staff and a handbook had also been made available. Discussions were also continuing with Dundee City Council to ensure that existing Service Level Agreements would comply with GDPR and also that clarity be given regarding the Data Protection Officer for Leisure and Culture Dundee.

It was noted that a trustee had access to information outlining requirements to demonstrate understanding of GDPR issues and that these would be forwarded to Leisure & Culture Dundee management for information purposes.

- (ii) RISK MANAGEMENT AUDIT

The Risk Management Register was in the process of being updated and would be submitted to the Board once complete. Leisure & Culture Dundee would be able to draw on the Dundee City Council Risk Management work which has been supported by KPMG.

IV FINANCE AND BUSINESS DEVELOPMENT

- (i) MINUTE OF LEISURE & CULTURE DUNDEE FINANCE COMMITTEE AND SPECIAL BOARD MEETING HELD ON 25TH APRIL, 2018

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

- (ii) MINUTE OF LEISURE & CULTURE DUNDEE FINANCE COMMITTEE MEETING HELD ON 30TH MAY, 2018

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

- (iii) 2018-19 BUDGET

There was submitted Report L&CD 06-2018 by the Head Of Support Services seeking approval for proposals required to set the Final 2018-19 Revenue Budget.

The Board noted that cost centre budgets had been set using a zero based budgeting approach based on 2017/18 revenue monitoring statements and outturn position. The setting of these budgets had been carried out in conjunction with the relevant budget holders and Service Managers.

Through the revenue budget monitoring process for 2018/19, achievement of savings through the other actions and options would be assessed to allow a decision to be made on the implementation, or otherwise, of the deferred savings options in August.

Further budget realignments may also be required at a future date as part of the revenue budget monitoring process.

Due to there being a higher level of operational risk, it was agreed that any major budgetary concerns should be raised with Dundee City Council as soon as possible. A full review of the Board's finances would also be undertaken August/September, 2018.

It was noted that staff had been made aware of how the approved budget may affect service provision and that strategies were in place to address any operational changes that may be necessary.

The Board approved the final revenue budget, and noted that the proposals would facilitate the transition of Leisure and Culture Dundee to a more commercially conscious organisation. Furthermore, should any budgetary concerns be raised at future Finance Committee meetings then all Board members would be invited to attend.

V UNESCO CITY OF DESIGN AND CULTURAL STRATEGY IMPLEMENTATION

There was submitted Dundee City Council Report 171-2018 which had been approved by the Policy & Resources providing a brief overview of proposals to secure the future of the staff team who deliver UNESCO City of Design Dundee and support for Cultural Strategy Implementation. It will also provide a summary of the progress to date of the designation, which had been running since 2014.

It was agreed that the annual contribution of Leisure and Culture Dundee would be £20,000 but that steps would be taken to secure this from local charitable trusts.

VI LEAD TRUSTEE UPDATES

- (i) HEALTH AND SAFETY PROPERTY

The minute of Leisure and Culture Dundee Health and Safety and Property Committee held on 17th May, 2018 was submitted and noted.

- (ii) HUMAN RESOURCES AND EQUALITIES

The minute of Human Resources and Equalities Committee held on 23rd May, 2018 was submitted and noted.

(iii) LIBRARY AND INFORMATION SERVICES

The Anne Frank exhibition was now being held at Central Library and recent events at the Steps Theatre, in particular that for Professor Sue Black, had been fully sold out.

Funding had been secured for a project to develop literacy with young people, in conjunction with Children and Families Service. Improvements to Coldside Library had been given approval by Dundee City Council however issues were ongoing with the lift at Central Library. City Development were aware of the issues and actively seeking their resolution.

(iv) CULTURAL SERVICES

Apologies received from Lead Trustee, Gillian Easson and Head of Service Billy Gardley – update as follows:-

- Box Office Supervisor now in post and continues with training and familiarisation.
- Dundee Music Awards – 9 awards made.
- Music Grants 2017/18 – awards complete. Admin work ongoing.
- Workplace Choir continues with RSNO input.
- THAT MS singing group with Alice Marra going well with almost 30 attending.
- Summer Soundbase applications being issued.
- A number of talks and tours of the portrait shows have been taken place including the Rotary club and tourism students from Stirling University. The staff team of the Scottish National Portrait Gallery requested a half-day study visit which took place last week. This very successful event will inform future developments at Scottish National Portrait Gallery. They left “energised and impressed”.
- Positive outcome of two recent NFA grant applications. Total £22,000.
- Team working on preparation of Artist Rooms November 2018.
- External visits including V & A Dundee, Verdant Works for Recognised Collection holders meeting, CLiC meeting to Eindhoven.
- Issue with Dundee City Council Health and Safety support to allow Dark Dundee to undertake tours of St Mary’s Steeple.
- Continue to work with IT to transfer the collections management system from the externally hosted server to the internal Dundee City Council server.
- Submitted an application to Museums Galleries Scotland to digitise, 3D scan and research the remaining ship models and maritime art to have a dedicated website and terminal in the gallery. £40,000 from Museums Galleries Scotland. We will also apply to the Common Good Fund for the remaining funds.
- Creating tender documents for the acquisition of audio guides.
- Continue to negotiate loans with The British Library for the Thomas Wise exhibitions 2019.
- Festival of Museums 2018 – “Generation/Dundee” and Generation/Dundee dance events on Saturday, 19th May over 1,500 people attended daytime and 120 evening event. Both events celebrate Year of Young People and programme activities are being co-produced with young people and youth groups from across the City.
- Bash Street Back at McMenace – Preparations also continuing for the opening of the exhibition on Saturday, 2nd June, 2018. Preview events for children and young people will take place during the day on Friday, 1st June, 2018 before the main evening previews.
- McManus Youth Action – new membership brand and package has been progressed, offering young people 10% discount for McManus Shop and Café. New programme of Youth Action activities will commence at end of July, with drop-in sessions changing from Thursday to Monday evenings.

- Summer 2018 Activities and Events – programme off to a busy start in April, with lots of family groups popping into McManus to watch illustrator Alice Newman paint a penguin in the Learning Studio for this summer’s Maggie’s Penguin Parade. Talks and guided tours are currently taking place at McManus, Collections Unit, Broughty Castle, with summer programme at Mills Observatory commencing from June.
- Successful purchase of portfolio of black and white photographs of the Beatles at the Caird Hall in 1964.

(v) LEISURE AND SPORT SERVICES

The Active Women initiative was enabling increased numbers of women to participate in different activities across the City and increasing engagement with the BME communities.

A recent inspection of the Wildlife Centre had taken place, with the facility being considered “excellent” by inspectors.

Group activity attendances were continuing to increase, as were Leisure Active memberships.

VII PROPOSED ESTABLISHMENT OF A CAPITAL PROJECT PROGRAMME BOARD

Following on from the discussion held at the last meeting of the Board, it was proposed that a Capital Project Programme Board be established. The Board would be chaired by the Managing Director and membership of the Board would comprise:-

Managing Director
Head of Support Services
Up to three Trustees

The Project Board would be supported by an external programme manager, John Tavendale, who currently works for Turner Townsend but who is to transfer to Dundee City Council on completion of the V&A Project. His role it would be to advise and drive forward specific projects.

The remit of the Project Board would be as follows:-

- to maintain an overview of Leisure & Culture Dundee capital projects
- to ensure that a clear programme is maintained for each
- to monitor budgets (fundraising and capital costs)
- to advise on specific projects and approvals, as requested

The Board would monitor and advise on progress with the lead offices for each project in order that there is an active relationship to each of these projects going forward.

A summary of the Project Board’s work would continue to be reported to both the Finance Committee and the full Board.

The Board agreed the establishment of this Board, noting the need for flexibility for members to engage with the Programme Board in relation to their “lead” trustee roles.

VIII BOARD BUSINESS

(i) UPDATE TO ACTION PLAN ARISING FROM TRUSTEE ANNUAL REVIEWS

A copy of the updated action plan was submitted and noted, with Board members being identified as lead’s for specific projects.

(ii) STAKEHOLDER GROUPS – REVIEW OF REMITS AND MEMBERSHIP

Report L&CD 07-2018 informing the Board of the current review of Stakeholder Groups and the rationale behind this review.

The Board agreed to:-

- (i) Note and discuss the content of the report.
- (ii) Agree the future remit to be used as a basis for the Review of Stakeholder Groups (as set out in paragraph 4.3).
- (iii) Defer the establishment of a further Sub-Committee – Leisure & Culture Dundee Performance Monitoring Committee (as described in paragraph 4.6) to consider whether this could be undertaken as a management group.
- (iii) BOARD VACANCY

The Board were advised that following the previous change in the Constitution, a vacancy existed for another independent trustee.

Discussions followed regarding the merits of appointing a new member and the type of candidate which the Board considered would complement and enhance the experience and strengths of existing board members.

A suggestion was made that as this was the Year of Young People a young person could provide the Board with an innovative and fresh viewpoint. It was remitted to officers to explore this option, including the idea of a young person being appointment to the Board for a shorter term of, say, one year.

- (iv) AUDIT SCOTLAND REPORT ON ARM'S LENGTH ORGANISATIONS

The Audit Scotland Report was noted by the Board.

- (v) ORGANISATIONAL REVIEW

The Board noted that an Organisation and Review was to be jointly undertaken between Dundee City Council and Leisure and Culture Dundee. An outline of the membership and remit of the review group was tabled for information.

IX DATE OF NEXT MEETINGS

Wednesday, 1st August, 2018.

2.00 pm - Pre-Board Session and Refreshments

3.00 pm – Board Business Meeting

Sinclair AIKEN, Chair.