

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held at Dundee on 13th February, 2019.

Present:-

Sinclair AITKEN  
George LAIDLAW  
Ian MATHERS  
Caroline DOCHERTY

Michael MARRA  
Stewart MAXWELL  
Moira METHVEN

Stewart MURDOCH  
Will DAWSON  
Gillian EASSON  
Christina ROBERTS

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:-

Louis LEE, Greg COLGAN.

Sinclair AITKEN, Chairperson, in the Chair.

Prior to the commencement of business, discussion was led on the proposal to create the posts of Lead Trustee, who would act as the Board's representatives, liaising with each of the three Heads of Service in developing and supporting the work of each service area.

This proposal had been developed following the annual review where the consensus was that stakeholder groups, having performed well in the past, had now run their course, and that a strategy was required to have more meaningful engagement with stakeholders beyond the previous model.

It was noted that the Lead Trustees would advise the Board on:

- Service developments – updates on existing services and proposed initiatives.
- Existing policies pertaining specifically to the service, proposed policy revisions and new policies.
- Opportunities and issues within the service area which have been agreed with the Head of Service and the Director and require consideration by the Board.

Specific Duties of the Lead Trustees would include:

- Monitor performance in complying with relevant statutory obligations.
- Receive feedback on performance against comparable local authorities and benchmarking groups.
- Receive updates on the appropriate Action Plans.
- Review progress in relation to the National Performance Frameworks eg "How Good is Our Culture and Sport?" (HGIOCS).
- Discuss performance in relation to community engagement.
- Advise on the creation of subgroups to look at specific areas of the service where there are areas of concern or potential opportunities.
- Receive regular feedback from the Head of Service in relation to performance against agreed budget.
- Oversee the implementation of a customer service policy.

The Lead Trustee and the Head of Service, along with staff, when appropriate, would meet at least quarterly, and additional ad hoc meetings could be convened to discuss matters as appropriate.

The Board also agreed that a number of short-life task groups should be established. Initially, Trustees would be appointed in areas of Engaging with Young People (Louis Lee), Volunteer Policy (Caroline Docherty), Regional Networking and Links with other Culture Trusts (Sinclair Aitken) and Review of Concessions Policy (Moira Methven). Other Project Teams would also be developed in due course.

The Board approved the new sub-committee governance structure and extended thanks to Heads of Service and also the Chair and Vice Chair of the HR and Equalities Committee for their efforts in developing this proposal.

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

The Chairperson welcomed Trustees to the meeting.

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

## **II APPROVAL OF PREVIOUS MINUTES**

- (i) APPROVAL OF MINUTE OF LEISURE & CULTURE DUNDEE BOARD MEETING HELD ON 5TH DECEMBER, 2018

The above mentioned minute was submitted and approved.

## **III MATTERS ARISING**

There were no matters arising.

## **IV FINANCE AND BUSINESS DEVELOPMENT**

- (i) MINUTE OF LEISURE & CULTURE DUNDEE FINANCE COMMITTEE HELD ON 30TH JANUARY, 2019

The unapproved minute of the Finance Committee held on 30th January, 2019 was submitted and approved.

- (ii) BUDGET 2018/2019

- (iii) BUDGET 2019/20 AND SAVINGS PROPOSALS

There was submitted Report No L&CD 02-2019 detailing the budgetary and savings proposals for the coming financial year.

There followed robust discussion relating to current service areas, savings, identification of savings proposed, and the identified deficit, and the need to produce a balanced budget.

Thereafter the Board agreed that based on the current position, and the actions requiring to be taken to achieve a balanced budget, they were unable to agree the budget in its current form.

It was further agreed that an urgent meeting be sought between the Chair and the Chief Executive to advise of the Board's decision and to seek a resolution in order that a legal budget for 2019/2020 could be set.

A Special Meeting of the Board would also be called if necessary and Board members would be informed of all outcomes in due course.

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

The minute of the meeting held on 5th December, 2018 was submitted and noted.

## **VI TRUSTEE FIELD VISITS**

A note of Trustee field visits was submitted for information. The Managing Director was remitted to take forward the actions proposed following these visits.

## **VII LEAD TRUSTEE UPDATES**

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

The minute of Leisure & Culture Dundee's Health & Safety and Property Committee held on 17th January, 2019 was submitted and noted. Attention was drawn to the resolution of the long-standing issue relating to the replacement of the skate grinder.

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

The minute of the HR and Equalities Committee held on 23rd January 2019 was submitted and noted.

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

Golf attendance was at its highest level to date across both courses. A report on the future strategy for golf in the city is to be taken to the City Council.

A meeting with stakeholders had been held to advise of the coming changes, noting that key stakeholders would act as a 'sound board' for future service development.

The Active Living Team were continuing to provide support within the community through activity based in Sport and Leisure Centres and also outdoors.

Tribute was also paid to staff for their assistance in recent incidents at Olympia and Lochee pools where fast thinking and first aid training had helped customers who had fallen ill.

### **(iiia) TAYSIDE AND FIFE PERFORMANCE CO-ORDINATOR – REGIONAL PERFORMANCE CENTRE FOR SPORT STAFFING**

The Board were advised that funding had been secured from the partnership for a three year post, the remit of which would be to develop the performance element of the facility and to ensure that the community/competitive aspects were being fulfilled. It was envisaged that recruitment would commence and that an appointment be made as soon as possible.

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

Plans were in place for the renovation of Coldside Library, which included the installation of a lift, reinforcing flooring on the upper floors and installation of accessible toilet facilities.

DWP funding had been secured to cover posts within libraries who gave invaluable assistance to claimants and thanks were extended to the Head of Libraries and Information Services for her efforts in achieving this.

The survey of library users was now available. The survey sought to identify the most suitable opening hours for customers in the years ahead.

### **(iva) L&CD3-2019 – FIND MY PAST DIGITISATION (FMP) CONTRACT**

There was submitted Report No L&CD3-2019 informing the Board that an agreement had been made with the genealogy website Find My Past (a DC Thomson company) granting them publishing rights for certain records held in Dundee Central Library's Local History archive.

FMP website members would pay to view the records remotely, however this would not affect our ability to provide free access to them from the library premises. FMP would give the library full use of

the digitised records, which would also be indexed, thus potentially making it much easier for library users to search records by name. There would also be a set number of computer terminals designated for free onsite use of the Find My Past website.

The Board noted the report, and agreed that a proportion of any income generated by the arrangement be ring-fenced for the purpose of improving conditions and service in the libraries and in the Local History service in particular.

(v) **CULTURAL SERVICES**

Year of Young People Activities had been very successful, as had the Christmas at McManus Programme. "The McMenace" campaign had been shortlisted for a prestigious PR Award, with the winner to be announced in March 2019. Broughty Castle Museum was to celebrate its 50th Anniversary this year, and family/learning events were planned to commemorate this.

Sadly, news had been received that a respected registrar, Sally McIntosh, had passed away. The Board expressed condolences at this news.

**VIII LEISURE & CULTURE DUNDEE STRATEGIC MANAGEMENT / TRADE UNION LIAISON MEETING**

The minute of meeting held on 23rd January, 2019 was submitted and noted.

**IX DATES OF FUTURE MEETINGS**

Leisure & Culture Board Meeting – Wednesday, 27th March 2019

Venue to be confirmed.

2.00 pm – 3.00 pm: Refreshments and Pre Board Discussion

3.00 pm – 4.30 pm: Board Business

Sinclair AITKEN, Chairperson.