

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held at Dundee on 5th December, 2018.

Present:-

Sinclair AITKEN  
George LAIDLAW  
Ian MATHERS

Michael MARA  
Stewart MAXWELL  
Louis LEE

Stewart MURDOCH  
Will DAWSON  
Gillian EASSON

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:-

Caroline DOCHERTY, Greg COLGAN

Sinclair AITKEN, Chairperson, in the Chair.

Prior to the commencement of business, Andrea Quinn, Managing Director of Geelox, gave a brief presentation to members, detailing how an organisational development and efficiency programme had coached the Leisure & Culture Dundee Management Team to use behavioural science. This method was enabling the team to identify, analyse and solve problems by focussing on the behaviour of staff members rather than the processes they followed.

Andrea summarised the “test of change” projects which members of the Extended Management Team had implemented.

The programme had been rolled out across the Leisure & Culture Dundee Management Team in three phases, each phase focussing on a key area for innovative thinking, and change in practices.

Management Team representatives reported positive feedback on the programme, noting that within a relatively short time period, they had been able to determine sustainable methods of improving services whilst also identifying longer term savings and income generating projects.

The Board extended thanks to both Andrea and the Management Team for their efforts with this programme, and agreed that it had clearly been beneficial for all concerned and enabled them to prepare for forthcoming challenges.

It was agreed that a copy of Andrea’s presentation is appended to the minutes.

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

The Chairperson welcomed Trustees to the meeting.

There were no declarations of interest made.

## II                   **APPROVAL OF PREVIOUS MINUTES**

- (i)                  APPROVAL OF MINUTE OF LEISURE & CULTURE DUNDEE BOARD MEETING HELD ON 14TH NOVEMBER, 2018

The above mentioned Minute was submitted and approved.

**III MATTERS ARISING**

- (i) The Chairperson advised members he had received a card from a former trustees thanking the Board for their kind gift.
- (ii) It was noted that the installation of defibrillators within Dundee Ice Arena and Olympia had been instrumental in the saving of two customers' lives. The Board agreed that thanks be extended to John McCafferty for the training programme he had delivered and to the staff whose actions had saved lives.

**IV FINANCE AND BUSINESS DEVELOPMENT**

- (i) MINUTE OF LEISURE & CULTURE DUNDEE FINANCE COMMITTEE HELD ON 28TH NOVEMBER, 2018

The above mentioned Minute was submitted and noted.

It was further noted that discussions were still taking place with Dundee City Council regarding the future financial position of the Board and that Dundee City Council had a clearer understanding of difficulties facing the Board.

The Council would meet the costs of the enhanced concession scheme for 2018/19. This should have the effect of bringing the budget in as previously agreed.

Furthermore, a strategy was being formulated to assist with meeting savings and generating additional income.

**V CAPITAL PROJECTS**

- (i) LEISURE & CULTURE DUNDEE CAPITAL PROJECTS BOARD

The minute of meeting of the Capital Projects Board held on 24th October, 2018 was submitted and noted key projects were progressing well, and Lead Officers from City Development for projects had been identified. These officers would work closely with their counterparts from Leisure & Culture Dundee.

A business plan had been produced for the Clip 'n' Climb which was to be tabled at the next Finance Committee meeting, along with similar details for the Golf Driving Range. Both projects would then be assessed and a decision taken thereafter regarding the prioritisation, if any, of the projects.

The Board agreed that, if necessary, a special meeting of the Capital Projects Working Group take place before the New Year to reach critical decisions on these projects.

**VI L&CD COLLECTIONS DEVELOPMENT POLICY**

There was submitted Report L&CD16-2018 seeking approval to replace the 2013-2018 Collections Development Policy for a 2019-2024 Policy for Dundee City's collections which were managed, maintained and developed by the Cultural Services Section of Leisure & Culture Dundee.

There would be no changes to the Collections Policy but the layout had been changed to conform with a new format by Museums Galleries Scotland.

The Board approved the Policy, noting that it would go to Dundee City Council for approval.

**VII IMAGE REPRODUCTION CONTRACT**

There was submitted Report L&CD 17-2018 seeking approval to contract a third party to market and exploit the images of the museum collections to increase revenue for an initial period of three years.

The Board approved the recommendation of this appointment for a three year period as the main point of image reproduction, sales and licensing.

## **VIII TRUSTEE FIELD VISITS**

It was reported that Trustee field visits would be held on the undernoted dates:-

Thursday, 17th January 2019 – 9.30 am until 1.30 pm  
 Tuesday, 29 January 2019 – 2.00 pm until 7.00 pm

## **IX LEAD TRUSTEE UPDATES**

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

The Minute of Leisure & Culture Dundee Health & Safety and Property Committee held on 15 November, 2018 was submitted and noted.

The Board noted that issues within Olympia regarding showering facilities were being resolved.

### **(ii) HR & EQUALITIES**

The minute of HR and Equalities Committee held on 15th November, 2018 was submitted and noted.

Remit for Lead Trustees and guidelines for Creation of Friends Groups had been developed and were shared with the Board for comment, to be received by 21st December, 2018.

The Chair thanked all involved for their efforts in producing these documents.

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

Ancrum Activity Centre had been able to expand its diverse range of activities due to an award of PEF monies, Health and Wellbeing activities continued to expand, with group exercise participation continuing to increase. The Executive Director of City Development had also intimated that he was keen to further explore the options for the relocation of the Centre.

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

Author events were continuing to be popular, and an area where new income could be generated.

Birthday celebrations were underway for both Blackness and Broughty Ferry libraries, and a Muriel Spark centenary exhibition was ongoing.

The “grass” had been installed in the indoor wellbeing garden at Central Library.

Thanks were also extended for the support to redecorate the library at Douglas Community Centre.

### **(v) CULTURAL SERVICES**

The critically acclaimed Lawrence Weiner exhibition would run at the McManus until February, 2019. First Foot at McManus was to be held again on 2nd January, 2019, which was a very family friendly and inclusive event.

Repair costs for Mills Observatory had now been established and it was hoped that much of this could be met by outside funding sources.

## X DATES OF FUTURE MEETINGS

## (i) L&amp;CD BOARD MEETING – WEDNESDAY, 13TH FEBRUARY, 2019

Venue to be confirmed

2.00 pm – 3.00 pm: Refreshments and Pre Board Discussion  
3.00 pm – 4.30 pm Board Business

NB – It is proposed to hold the Board Development session on the morning of 13 February from 9.30 am to 1.00 pm, followed by a light lunch (venue to be confirmed).

Sinclair AITKEN, Chairperson.