

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held at Dundee on 8th June, 2016.

Present:-

Sinclair AITKEN
Bob DUNCAN
Gillian EASSON

Brian GORDON
Stewart HUNTER
Richard McCREADY
Laura MASON

Ian MATHERS
Moirra METHVEN
Stewart MURDOCH

In attendance:-

Judy DOBBIE, Head of Library and Information Services
Caroline FINDLAY, Head of Support Services
Graham WARK, Head of Leisure and Sport
Ron MITCHAM, Senior Architect, Dundee City Council
Gareth JACKSON-HUNT, Museum Registrar

Apologies for absence:-

Alice BOVILL, Alan RAE and Marjory STEWART

PRE-BOARD SESSION

Ron Mitcham gave an informative presentation on the Regional Performance Centre for Sport. He outlined the background to the project; consultations with the local community, and sports governing bodies; site specific issues including the historic environment and the war memorial; and the transportation study. Thereafter he spoke in detail as to the full range of facilities to be incorporated in the Centre and measures taken to maximise accessibility. There followed discussion on vehicular access, displacement arrangements for athletic groups currently utilising the existing on-site facilities and the choice of airdomes as the preferred method of construction.

Ron was thanked for his presentation and left the meeting.

BOARD MEETING

I WELCOME/DECLARATIONS OF INTEREST

The Chair welcomed those present to the meeting and expressed his thanks to trustees, and staff, who had contributed to the success of the Dundee Design Festival.

Standing declarations of interest – Stewart Murdoch as an employee of Dundee City Council.

Declaration of Interest – Laura Mason declared an interest in Article X by virtue of being the Managing Director of Quest who deliver Business Administration apprenticeships for Dundee City Council

II MINUTE OF MEETING HELD ON 3RD MARCH, 2016

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

III MATTERS ARISING

(a) CAMPERDOWN HOUSE

On a reference to Article IX of the minute of meeting of 30th March, 2016 it was reported that Moira Methven and Richard McCready were representing Leisure & Culture Dundee on the partnership group looking at a future viable use for Camperdown House.

(b) LOCHEE LEISURE CENTRE – SAUNA SUITE

On a reference to Article IX of the minute of meeting of 30th March, 2016 the Head of Leisure & Sport reported that sauna usage was averaging 25 visits a day, representing a significant increase on previous use. Feedback was extremely positive, and following evaluation, availability was to be amended to five mixed and two single sex days per week but would be kept under review. Officers were looking at enhanced promotion of the full Lochee site.

IV FINANCE AND BUSINESS DEVELOPMENT

(a) FINANCE COMMITTEE – 27TH APRIL, 2016

The above minute was submitted for information.

(b) FINANCE COMMITTEE – 25TH MAY, 2016

It was reported that the meeting of the Finance Committee scheduled for 25th May, 2016 had been cancelled as there was no outstanding business.

V CULTURAL SERVICES FORWARD PLAN 2016-2020

Reference was made to Article XI of the minute of meeting of 4th June, 2014 when the Board had noted actions required to ensure full Museum Accreditation for Leisure & Culture Dundee. There was submitted Report L&CD16-2016 by the Head of Cultural Services seeking approval for the Cultural Services Forward Plan 2016-2020.

The Board approved the Forward Plan, subject to incorporation of amendments from external consultees.

VI LEISURE & CULTURE DUNDEE BRANDING

The Head of Support Services and Head of Library and Information Services gave a verbal update on development of branding for the organisation. Overall branding was supported by distinct identities for the main service areas with colour coded signage linked to workstreams. External signage was being rolled out to all sites to enhance visibility and design work to promote the Caird Hall was underway.

The Board noted the position.

VII HUMAN RESOURCES AND EQUALITIES COMMITTEE

There was submitted, and approved, a remit for the establishment of the above Committee.

The Board appointed Brian Gordon, Laura Mason and Moira Methven as members of the Committee.

VIII PROMOTING ATTENDANCE – ATTENDANCE SUPPORT PLAN

Reference was made to Article IV(d) of the minute of meeting of the Finance Committee of 2nd March, 2016 wherein the Committee had agreed to recommend approval of the above to the Board.

Having heard that the Support Plan reflected the position in Dundee City Council, and discussed operational arrangements, the Board approved the Support Plan.

IX TRUSTEES ANNUAL REVIEWS 2016

The Board agreed the annual review process.

X APPRENTICESHIPS AND INTERNSHIPS

There was submitted Report L&CD17-2016 by the Managing Director seeking to promote the recruitment and training of young people and young graduates and to incentivise the contribution of Leisure & Culture Dundee to tackling youth unemployment and to provide graduate opportunities.

The Board agreed that:-

- (i) the HR and Equalities Committee work with each service area to bring forward proposals on how best to develop opportunities for the employment of young graduates and the development of apprenticeships; and
- (ii) a ring-fenced budget of £100,000 over 2016/17 and 2017/18 for the promotion of graduate internships and apprenticeships be established.

The Board further agreed:-

- (iii) to the establishment of trainee posts to allow for succession planning and workforce development.

XI MANAGEMENT TEAM REPORT – JUNE, 2016

There was submitted Report No L&CD15-2016 by the Managing Director providing the Board with a summary of highlights and an overview of progress with strategic priorities and emerging issues.

The Board noted the contents of the report.

Thereafter the Board discussed implications for the Central Library relative to the redevelopment proposals for the Wellgate Centre in light of the recent failure of BHS. It was remitted to the Chair and Managing Director to raise concerns with appropriate officers of Dundee City Council and the developers.

The Board also discussed the community facilities at the new Harris Academy and requested a position statement be submitted to the relevant Stakeholder Group and the Board.

XII HEALTH AND SAFETY MANAGEMENT GROUP REPORT

The unapproved minute of the Health and Safety Management Group meeting of 12th May, 2016 was submitted, noted and discussed.

XIII AOCB

- (a) DREAM NIGHT

The Chair commended all staff and trustees who had been involved with the recent Dream Night at the Wildlife Centre.

- (b) LONG SERVICE AWARDS

The Vice-Chair reported that three members of staff had received 40 year service awards at this year's joint Dundee City Council/Leisure & Culture Dundee ceremony and commended the Heads of Library and Information Services, and Leisure & Sports, for their input.

- (c) RISK MANAGEMENT POLICY

It was reported the Risk Management Policy was being reassessed and would be submitted to a future meeting.

XIV NEXT MEETING

Wednesday, 3rd August, 2016 in Conference Room 5, Caird Hall.

Bob DUNCAN, Chair.