

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held at Dundee on 15th November, 2017 following the AGM.

Present:-

Sinclair AITKEN  
George LAIDLAW  
Will DAWSON

Richard McCREADY  
Stewart MAXWELL  
Ian MATHERS  
Moira METHVEN

Stewart MURDOCH  
Caroline DOCHERTY  
Greg COLGAN

In attendance:-

Judy DOBBIE, Head of Library and Information Services  
Paul HENEHAN, Service Manager, Support Services

Apologies for Absence:-

Gillian EASSON.

Sinclair AITKEN, Chair, in the Chair.

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

### **(i) APPOINTMENT OF LEAD TRUSTEES**

The undernoted appointments were unanimously agreed:

	<b>Lead</b>	<b>Depute</b>
• Finance	Ian Mathers	
• HR and Equalities	Moira Methven	
• Health, Safety and Property	Will Dawson	Stewart Hunter
• Leisure and Sport	Sinclair Aitken	Stewart Maxwell
• Cultural Services	Gillian Easson	George Laidlaw
• Library and Information Services	Richard McCready	

### **(ii) 2018 PROGRAMME OF MEETINGS**

The programme of meetings was agreed, subject to minor amendments.

## **II PREVIOUS BOARD MINUTES**

### **(i) MINUTE OF LEISURE & CULTURE DUNDEE BOARD MEETING HELD ON 4TH OCTOBER, 2017**

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

## **III MATTERS ARISING**

(i) It was agreed that a schedule of potential capital projects be prepared for consideration by the Finance Committee, and to be brought to the Board at its December meeting. Members noted that the options for the funding of projects be considered also, including the option of prudential borrowing from Dundee City Council.

(ii) A query was raised regarding the position of PVG checks for staff operating within Dundee City Council owned facilities. Members were advised that agreement had been reached with Dundee City Council in this regard. Discussion ensued regarding the PVG process and how the need for multiple checks could prove costly for charitable organisations and it was agreed that this issue be raised with Disclosure Scotland.

(iii) FEEDBACK ON DUNDEE CITY COUNCIL/LEISURE & CULTURE DUNDEE ANNUAL REVIEW MEETING

The minute of the above mentioned meeting was submitted and noted.

It was reported that action points from this meeting included more regular Review meetings and also a proposal to establish whether there would be interest in meetings between Dundee City Council funded cultural organisations to discuss related issues be explored.

**IV FINANCE AND BUSINESS DEVELOPMENT**

(i) MAGGIE'S PENGUIN PARADE

It was reported that Maggie's Centre were planning a Penguin Parade Sculpture Trail to take place in the Dundee area in 2018. The project itself would see 100 painted penguin sculptures situated around the city for the summer period.

The sponsorship package comes in at £4,000 each and would include an educational element.

The organisational benefits of this would be:-

- Great brand exposure
- Logo on all event collateral including trail map, website, app, and souvenir auction catalogue
- Logo on the plaque on one or more sculpture
- Company profile in the Courier.

Business to Consumer marketing and PR opportunities:-

- Social media activity
- Link to your website from the Penguin Parade website and the Trail App
- Right to use the Maggie's Penguin Parade brand in your marketing and PR acknowledgement in press and media releases
- Supporting Maggie's to raise significant funds to support local people affected by cancer.

The Oor Willie trail significantly increased footfall and shop sales during the Summer of 2016, therefore would be an ideal opportunity for Leisure & Culture Dundee to sponsor one of these sculptures and would receive high profile exposure in the lead up to, and during the Summer of 2018.

Several of the sculptures would be situated at Leisure & Culture Dundee venues. It was noted that the purchase of a sculpture had been previously approved by the Finance Committee, which was welcomed by the Board. Discussion followed on possible siting of other sculptures near Leisure & Culture Dundee facilities, and it was agreed that this be progressed. The Penguin Parade would also feature largely in the Summer programme, which was welcomed by members.

(ii) REAPPOINTMENT OF HENDERSON LOGGIE AS AUDITORS

The Board agreed that Henderson Loggie be reappointed as auditors for the next year. It was further agreed that a tendering process of this be considered for future years.

(iii) AMENDMENT TO RESERVES POLICY

It was reported that a finalised policy would be submitted to the Finance Committee for consideration in due course. The objective was to explore whether a proposal could be generated for Dundee City Council to provide Leisure & Culture Dundee with equivalent guarantees allowing a proportion of the reserve fund to be converted into more productive use.

## **V MEMORIALS**

A Draft policy regarding memorials was submitted to the Board for consideration.

- (i) The Board agreed to approve this policy position as a holding position with staff and customers and keep this policy under review;
- (ii) Building Managers consider the implications for their buildings of this policy position and identify:
  - (a) An appropriate wall in a public area of the building for which they have responsibility;
  - (b) Any concerns they have about approving such requests, which are likely to be few and far between;
- (iii) In the next review of charges, the costs of creating a memorial plaque be agreed and included; and
- (iv) The Head of Support Services agree a form of words, which could be used as the basis of an agreement between Leisure & Culture Dundee and anyone wishing to take advantage of this policy.

## **VI SERVICE MONITORING FRAMEWORK AGREEMENT APRIL TO SEPTEMBER 2017**

A report on performance against the targets set out in the Service Monitoring Framework Agreement was submitted and noted.

## **VII AOCB**

- (i) It was reported that, due to a clash with the 150<sup>th</sup> anniversary of McManus, Leisure & Culture Dundee would not be in attendance at the Lord Provost's Charity Ball this year.
- (ii) The Winter Ice Show was scheduled for 16th December, 2017, to which all Board Members were invited. It was also anticipated that informal discussions regarding the future development of the Ice Arena would be held prior to the show.
- (iii) Following consultation with staff it had been decided not to hold a staff achievement ceremony. However, alternative ways in which staff efforts could be recognised were being considered.

## **VIII DATE OF NEXT MEETING**

Leisure & Culture Dundee Board Meeting, Wednesday, 6th December 2017 in Caird Hall, Conference Room 6:

2.00 pm Pre Board Session and Refreshments  
3.00 pm Business Meeting

Sinclair AITKEN, Chair.