

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held remotely and also at Conference Room, Level 2, Central Library, Dundee on 27th July, 2022.

Present: -

Stuart CROSS
Will DAWSON
Judy DOBBIE
Charlie MALONE

Robert EMMOTT
George LAIDLAW
Colin MCLEOD
Nasreen MOHAMMED

Moira METHVEN
Sue MOODY
Anna DAY

In attendance: -

Paul HENEHAN, Head of Support Services
Jayne GAIR, Head of Library and Information Services
Gareth JACKSON-HUNT, Service Manager - Museum Services

Apologies for absence had been intimated from Emma Donaldson and Nadia El-Nakla.

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Moira METHVEN, Chairperson, in the Chair.

I WELCOME/DECLARATIONS OF INTEREST AND APOLOGIES

The Chair welcomed those present to the meeting.

Standing Declarations of Interest: Judy Dobbie and Robert Emmott as employees of Dundee City Council.

Apologies were noted as above.

II MINUTES

(i) MINUTE OF MEETING HELD ON 8th JUNE, 2022

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

IV MATTERS ARISING

(i) LITERACY HUB

The Chairs advised that Anna Day was to represent the Board on the Operational Group of the Literacy Hub.

(ii) MEETING WITH CHIEF EXECUTIVE

The Chair reported that a meeting with the Chief Executive of Dundee City Council was scheduled to take place on 20th August 2022, after which an update would be provided.

ACTION: Moira Methven.

(iii) DUNDEE FESTIVAL TRUST

A meeting of Dundee Festival Trust was scheduled for 23rd August 2022, to consider outstanding applications.

ACTION: Judy Dobbie/Moira Methven/ Anna Day.

(iv) CAPITAL PROJECTS

A sub-group was to consider the projects strategically, and establish which were L&CD led, and which were Dundee City Council proposals. The projects would be ranked and thereafter submitted to the Board for further discussion.

ACTION: Judy Dobbie

V STRATEGIC PLANNING

The Managing Director advised that the strategic planning was continuing and details would be brought to a future meeting.

VI FINANCE, PERFORMANCE AND BUSINESS DEVELOPMENT

- (ii) UNAPPROVED MINUTE OF L&CD HR AND EQUALITIES COMMITTEE OF 15th JUNE, 2022

The above unapproved minute was submitted for information and record purposes.

The Head of Support Services spoke briefly to this item and it was noted that the current financial position was that there was a year-end surplus of £787K. The financial assistance given by Dundee City Council was to be repaid from the surplus which would bring the figure to zero.

The annual Audit had now been successfully completed and the first figures for the current financial year would be reported to the next meeting.

It was also noted that going forward the Performance report was to be updated to contain more meaningful data which better reflected performance in all service areas. Reference was also made to the Services Agreement report referred to in the minute and it was agreed that this be appended to this minute.

It was noted that current cash reserves remained unchanged at £1.2m but the annual accounts will show a movement in reserves back to this level after accounting for FRS102 holiday pay gains (which are non-cash). Thanks were extended to the Head of Support Services and his team for achieving this, and also to Dundee City Council for the financial assistance that they had provided to allow a break-even trading position.

VI HR AND EQUALITIES

- (i) UPDATE ON L&CD HR AND EQUALITIES COMMITTEE OF 20TH JULY, 2022

This meeting had been cancelled due to annual leave commitment of members therefore an opportunity was taken to update the existing Action Plan, a copy of which had been previously circulated.

Changes proposed included Induction, Staff Wellbeing, Trade Union Liaison, Staffing and Apprenticeships, and it was envisaged there would also be an upgrade of IT systems in operation.

Thanks were extended by the Chair to all staff for their efforts, in particular to the Managing Director for her assistance with the Action Plan.

A query was raised regarding ongoing monitoring of the impact of covid on staff, and it was confirmed that this was ongoing and covered under the heading of Health/Wellbeing and Staffing issues. Furthermore, this would be expanded in the Action Plan to ensure this issue was extremely robust to ensure staff wellbeing continued post-Covid.

ACTION: Judy Dobbie/George Laidlaw

- (ii) STAFFING ISSUES

The Managing Director gave a brief update regarding staffing issues and it was noted that in Leisure and Sport Services and Cultural Services Leadership Team staff had now been taken on additional responsibilities on a formal basis. Furthermore, additional duties had also been designated to a member of the Libraries Services Leadership Team to ensure extra support was available to the Head of Libraries and Information Services.

VI HEALTH & SAFETY AND PROPERTY

(i) UNAPPROVED MINUTE OF HEALTH SAFETY AND PROPERTY COMMITTEE HELD ON 9TH JUNE 2022

The unapproved minute was submitted and noted. Reference was made to recent building issues within the Castle Street site, and it was noted that this was being investigated by City Development.

A query was also raised regarding the upgrade of the Central Library. It was remitted to the Managing Director, Head of Support Services and Head of Libraries and Information Services to prepare a report detailing works that they considered would enhance the working environment for staff and also improve income generating opportunities.

It was noted that the heating system at McManus was continuing to be monitored and that a consultant was being appointed to consider the Energy Centre performance at RPCD. Issues at DISC were highlighted and it was noted these were being taken forward in conjunction with City Development.

ACTION: Judy Dobbie/Paul Henehan/Jayne Gair.

(ii) REMIT, MEMBERSHIP AND MEETING CYCLE

The Remit document was submitted for the information of members. The Chair of the Health Safety and Property Committee spoke to the document, noting that membership had been reduced to key Heads of Service. Minor amendments regarding horizon scanning of risks and issues would be added to the remit, with other minor amendments suggested.

Thereafter the Board agreed the document, subject to the minor amendments. It was also noted that a more robust relationship was required with City Development to ensure that the Committee was not overtaken with operational issues and it was agreed that Robert Emmott assist with progressing this.

ACTION: Will Dawson/Judy Dobbie/Paul Henehan/Robert Emmott

IX AUDIT RISK AND COMPLIANCE COMMITTEE

(i) UNAPPROVED MINUTE OF SHORT-TERM GOVERNANCE WORKING GROUP HELD ON 4TH JULY 2022

The unapproved minute was submitted and noted.

Reference was made to Article IV of the minute, and the Chair of Governance Working Group highlighted it was the responsibility of the Board to 'live' the policies already in place. It was envisaged that workshop discussions be held in order to revitalise the policies within the timescales set out.

Once clarity had been given over strategic and operational plans then it would be possible to identify areas where the SLAs could be revisited. It was also important to document relationships between L&CD and Dundee City Council, and ensure there was an ongoing dialogue with the Chief Executive.

It was noted that progress was also needed with openness and transparency and engagement with stakeholders, and this was an opportunity to engage more effectively with communities.

It was agreed that there was good progress with the review and update of policies, and that a strategy for succession planning would be discussed with the HR and Equalities Chair.

ACTION: Stuart Cross/George Laidlaw

(iii) ACTION PLAN ARISING FROM AUDIT OF L&CD GOVERNANCE 2021

The Plan was submitted and noted.

IX OLYMPIA UPDATE

The Managing Director reported that following approval of the tender for refurbishment works at Olympia at the Recess Sub-Committee on 6th July 2022, it was noted that Olympia would close completely on 31st July, 2022. All staff had now been deployed to other venues and upgrade works had been undertaken at DISC gym to ensure the needs of members would be met there.

The Board expressed disappointment at the way this issue was being reported in local media outlets, and it was agreed that further discussions would be held with Communications to ensure an explanation for the closure could be given.

X CULTURAL SERVICES ACQUISITIONS REPORT

There was submitted Report L&CD 10-2022 by the Museum Services Manager providing details of the acquisitions as required by the Leisure & Culture Dundee Service Specification for 2021/22 in terms of both donations and purchases.

Gareth Jackson-Hunt gave a presentation to members on this item giving an explanation on how the acquisitions were funded, the reasons behind acquiring items and highlighted key acquisitions including:-

Captain James Neish Seaman's wooden chest
 Prints by Alberta Whyttle
 Portrait of Lady Glenorchy
 Draffens feather hat and men's suit
 Ellie Diamond 'Queen of your Hometown' outfit.

Additional acquisitions had been made regarding Covid-19 and it was anticipated that these would be displayed in a future exhibition.

Discussion followed regarding the accreditation of McManus and it was noted that employment of a Documentation Officer was required to ensure accreditation continued. Further improvements were required for the security and fabric of McManus, both of which were the responsibility of Dundee City Council. The Chair of the Health & Safety and Property Committee reported that meetings were ongoing in this regards, and Dundee City Council were aware that this would be a significant capital project.

A query regarding the monetizing of items was raised and it was confirmed that this was carried out where available.

Thereafter, the Chair, on behalf of the Board thanked Gareth for his interesting and informative presentation.

(i) Courier Articles

A Courier Article regarding the work of Katherine Read, the artist who painted the Portrait of Lady Glenorchy, was circulated for information.

XI AOCB

(i) RE-APPOINTMENT OF CHAIR

It was noted that all Board members had signed a Resolution confirming the role of the Chair until November 2023.

XII DATE OF NEXT MEETING

Wednesday, 28 September 2022 at 12.00 noon – venue to be confirmed (NB early start)
 Wednesday, 28 September 2022 at 2.00pm – Equalities and Integrated Impact Assessment Training

REMAINING DATES FOR 2022

Wednesday, 9 November 2022 at 12.30 pm – 11th AGM – venue to be confirmed
Wednesday, 9 November 2022 at 1.15 pm – Post AGM Board Meeting
Wednesday, 30 November 2022 at 2.00 pm – venue to be confirmed

Moira METHVEN, Chair