

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held at Conference Room, Central Library, Dundee on 29th March, 2023.

Present: -

Judy DOBBIE
Anna DAY
Sue MOODY

Robert EMMOTT
George LAIDLAW

Moira METHVEN
Will DAWSON
Colin MCLEOD

In attendance: -

Paul HENEHAN, Head of Support Services

Apologies for absence had been intimated from Emma Donaldson, Stuart Cross, Nasreen Mohammed, Councillor Malone and Councillor El-Nakla.

Moira METHVEN, Chairperson, in the Chair

Prior to the Business Agenda, Colin Carmichael, Dundee City Council's Corporate Risk Management Coordinator, provided a training session for Trustees on Risk Management.

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 PREVIOUS MINUTES

(i) Unapproved Minute of Leisure & Culture Dundee Board held on 1 February 2023

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

(ii) Unapproved Minute of the Special Meeting of Leisure & Culture Dundee Board held on 15 March 2023

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

III MATTERS ARISING

(i) L&CD Website

The Managing Director advised the Board that a meeting to progress work on a new website was planned.

Colin McLeod and Anna Day had previously expressed an interest in being involved and will be invited to the meeting. Paul confirmed that the finance to take this piece of work forward is secure.

ACTION: Judy Dobbie/Paul Henehan

(ii) L&CD Strategic Plan Update

The Managing Director advised that sessions were planned with Tom Inns of Cofink for the Senior and Extended Management Teams to look at existing workstreams, to plan the roll out of the communication plans, and to ensure that a robust marketing strategy was in place.

It was anticipated that finalised Strategic Plan would be available by the end of April and consultation with stakeholders will commence shortly after that.

ACTION: Judy Dobbie

IV FINANCE, PERFORMANCE AND BUSINESS DEVELOPMENT

(I) Approved Minute of Finance and Performance Committee held on 22nd February 2023

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

The idea of approaching local hotels which do not have in-house swimming and leisure facilities with a view to promoting Olympia was discussed. This would take the form of a hospitality card. It was agreed that the feasibility of such a scheme should be explored and that John McCafferty would be asked to look into it and report back to the next meeting of the Finance and Performance Committee.

ACTION: John McCafferty.

(ii) CONFIDENTIAL Report L&CD 03-2023 – L&CD Budget 2023/24

The Head of Support Services submitted a confidential report detailing savings options for financial year 2023/24 as part of the revenue budget setting process.

Following discussion and questions from the Board the draft proposals were approved.

These savings will now be incorporated into setting the final revenue budget for financial year 2023/24.

V HR & EQUALITIES

(i) Unapproved Minute of HR & Equalities Committee meeting held on 14th March 2023

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

(ii) Hybrid Working Model

The Managing Director gave the background to this document which sets out the framework for hybrid working in Leisure & Culture Dundee along with guidance and the flexible working policy.

This model had been the subject of a wide-ranging debate at the HR & Equalities meeting and Judy summarised the issues which had been discussed.

The Board approved the model and it will now be subject to trade union consultation prior to implementation.

ACTION: Judy Dobbie

(iii) Active Schools – Fixed Term Extensions

The Head of Support Services submitted an establishment change note ECN -9-2023 for approval. He advised that the funding for these Active Schools posts had already been secured for a further four year period until March 2027 from Dundee City Council and sportscotland.

The Board approved the extension to the following fixed term posts:

135241, Active Schools Coordinator, 22.2 hours, Grade 9 (£33,531 – £36,946)

135586, Active Schools Coordinator, 37 hours Grade 9 (£33,531 – £36,946)
135646, Active Schools Coordinator, 37 hours, Grade 9 (£33,531 – £36,946)
136515, Active Schools Coordinator, 37 hours, Grade 9 (£33,531 – £36,946)
136516, Active Schools Coordinator, 37 hours, Grade 9 (£33,531 – £36,946)
136517, Active Schools Coordinator, 37 hours Grade 9 (£33,531 – £36,946)
136518, Active Schools Coordinator, 37 hours Grade 9 (£33,531 – £36,946)
137436, Active Schools Coordinator, 37 hours, Grade 9 (£33,531 – £36,946)
137631, Active Schools Coordinator, 37 hours Grade 9 (£33,531 – £36,946)
137841, Active Schools Coordinator, 29.6 hours Grade 9 (£33,531 – £36,946)
137842, Active Schools Coordinator, 22.2 hours Grade 9 (£33,531 – £36,946)
139500, Active Schools Manager, 37 hours, Grade 11 (£41,364 - £46,168)

It was agreed that all posts be extended until 31st March 2027.

VI HEALTH & SAFETY AND PROPERTY

(i) Unapproved minute of Health Safety and Property Committee of 9th February 2023

The above minute was submitted and noted.

It was noted that since this meeting a Service Level Agreement between L&CD and Dundee City Council had been drafted for Health and Safety matters and would be implemented as soon as possible.

Discussion was also held regarding ongoing issues at both Barrack Street and McManus, in particular, difficulties in pinpointing water ingress at McManus. Concern was expressed at how issues at McManus could affect the potential for future events at this venue, and also the need for a centralised storage unit for collections. The Board were reassured to know that issues at McManus were being progressed by Gareth Jackson-Hunt.

ACTION: Gareth Jackson-Hunt

(ii) Verbal Update

A verbal update was given to the Board by the Chair of the Health Safety and Property Committee regarding the recent incident at the Wildlife Centre. Furthermore, this venue would be closed for the duration of Radio 1's Big Weekend, including 25th and 29th May 2023.

VII AUDIT, RISK AND COMPLIANCE

(i) Unapproved Minute of Inaugural Audit, Risk and Compliance Committee held on 13th March

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

(ii) Risk Management

The Risk Management Policy and Strategy had been extensively discussed at the Audit, Risk and Governance Committee. The Board were asked to feed back any comments to Paul.

The Audit, Risk and Compliance Committee will continue to oversee its implementation.

(iii) L&CD Policies

A rolling programme of updating L&CD policies is now underway. To date, three policies relating to HR & Equalities have been revised and approved.

(iv) Trustee Annual Reviews – Action Plan

All the reviews have now taken place and the Chair thanked all the Trustees for their positive and insightful contributions.

What had become evident was that there was a great deal of commonality in terms of what Trustees would enhance the operation of the Board.

The Action Plan will be circulated in due course and the Audit, Risk and Compliance Committee will monitor its implementation.

ACTION: Judy Dobbie

VIII DUNDEE CITY COUNCIL/LEISURE & CULTURE DUNDEE ANNUAL REVIEW MEETING

(i) Unapproved Minute of Review Meeting held on 30th January 2023

The above minute was submitted and noted.

The Chair advised that the meeting had been focused on the performance of L&CD.

It was agreed that the Chair and a member of the Audit Risk and Compliance Committee should request a meeting with the Chief Executive to look at how communications and information sharing could be improved.

Subsequent to the meeting Moira and Sue met with Greg and a confidential note of the meeting was circulated to Board members on 6th April.

IX EAST END COMMUNITY CAMPUS

The Managing Director gave a verbal update to the Committee regarding the East End Community Campus. It was noted that an updated project had been approved by the Policy and Resources Committee of Dundee City Council on 27th March 2023, which included proposals for a review of Dundee City owned properties, which were operated by Dundee City Council.

The Board expressed concerns that the Board were not consulted regarding the content of this report, which would have implications for service provision by Leisure & Culture Dundee and also for the staff operating services within these facilities.

X AOCB

(i) Camperdown Wildlife Centre

The Managing Director briefed the Board on the sad incident at Camperdown Wildlife Centre.

The Board acknowledged that this had been an exceedingly difficult time for the staff who demonstrate such dedication to the animals in their care.

XI DATES OF FUTURE MEETINGS

Wednesday 7th June, 2023 at 2.00 pm in Conference Room, Level 2, Central Library, Dundee, and via Teams where required.

Moira METHVEN, Chair.