

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held at Conference Room, Central Library, Dundee on 7<sup>th</sup> June, 2023.

Present: -

Judy DOBBIE

Anna DAY

Sue MOODY

Nasreen MOHAMMED

Robert EMMOTT

George LAIDLAW

Stuart CROSS

Lynne SHORT

Moira METHVEN

Will DAWSON

Colin MCLEOD

Emma DONALDSON

In attendance: -

John MCCAFFERTY, Interim Head of Development, Leisure and Sport – for item V(ii) only

Apologies for absence had been intimated Councillor Malone.

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 PREVIOUS MINUTES**

(i) Unapproved Minute of Leisure & Culture Dundee Board held on 29<sup>th</sup> March 2023

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

## **III MATTERS ARISING**

(i) L&CD WEBSITE & BRANDING

Anna Day advised that a productive meeting had taken place. The discussions centred around branding and the website, and how to resolve the existing issues, which include bookability of venues, in particular, the Wildlife Centre.

Actions included trialling a new booking system for visitor attractions and progressing short term actions to improve the website, such as banner alerts and brand recognition for venues.

Reassurance was given that funding for improvements was ring-fenced. It was agreed that an Action Plan with timescales would be submitted to the next Board meeting, and also that Councillor Short would join the group.

ACTION: Anna Day/ Lynne Short/ Judy Dobbie

(ii) L&CD STRATEGIC PLAN UPDATE

The Managing Director gave an overview of information sessions planned with staff and audience groups which would highlight reasons for the update and goals/benefits for each particular group. One-to-one meetings with Tom Inns with staff would map out ecosystems across services.

Thereafter, FAQs would be circulated to all staff, and briefing sessions held with partner audiences. As part of the Communication Strategy the L&CD Strategy would be used as the framework for correspondence with staff.

It was agreed that an action plan with appropriate timelines would be circulated to the Board.

ACTION: Judy Dobbie

(iii) East End Community Campus/365 Schools - Update

The Managing Director gave a verbal update to the Committee regarding the East End Community Campus (EECC), and the strategy for St Paul's/Baldragon and the use of these facilities. A visit was to be arranged to St Paul's for Board members to gain insight into the facilities within this school, and the implications for the L&CD customer journey.

In relation to Kirkton Community Hub, a session with staff from all sectors will take place at the Regional Performance Centre Dundee to discuss the implications of the move and context of the move to EECC and to invite discussion.

The Board expressed concerns that they felt consultation needed to improve on these issues. The Managing Director advised that these projects were very sensitive and contained complex issues, which were unlikely to be resolved to all sectors' satisfaction, and that compromises would need to be reached.

It was noted that a meeting had been held with the Chief Executive of Dundee City Council to discuss concerns raised regarding consultation with the Board by the Council. This meeting had been productive, and the Chief Executive was to attend the July Board meeting. It was agreed that prior to this the Board would consider options which could be raised to allow for more effective consultation and communication between both bodies. In addition to this, the architects involved would be invited to give an outline to the Board at a future meeting. It was suggested that the Executive Director of City Development be invited to produce a clearer understanding of the rationalisation of Dundee City Council properties, and it was agreed that this be progressed. Assurances were also given of links with other ALEOs to compare different experiences and relationships.

ACTION: Judy Dobbie

#### **IV FINANCE PERFORMANCE AND BUSINESS DEVELOPMENT**

(i) Finance and Performance Committee held on 24<sup>th</sup> May, 2023

It was noted that the May meeting of the Finance and Performance Committee had not been required in terms of business and had therefore not taken place, to allow the team to work on year end priorities.

The Chair of the Finance and Performance Committee advised that figures for 2022/23 had improved from those in the Q3 report and that performance and income figures were on a positive projection.

(ii) Caird Park Greenkeeping Contract

The Managing Director gave a verbal update to the Board regarding the Caird Park Greenkeeping contract, advising that the contract for green keeping services was due to expire in May 2024. An appraisal looking at the various options is to be undertaken and the Board will be updated at the next meeting.

ACTION: Judy Dobbie

#### **V HR AND EQUALITIES**

(i) Unapproved Minute of HR & Equalities Committee meeting held on 10<sup>th</sup> May, 2023

The above minute was submitted and noted. The Chair of the HR & Equalities briefly spoke to the minute, highlighting in particular a presentation and discussion session given by Meg Marr, L&CD Volunteer Co-ordinator for Library and Information Services.

The Board welcomed the approach being taken to involve volunteers, and it was agreed that Meg's presentation be circulated to the Board.

ACTION: Judy Dobbie

(ii) Health, Wellbeing and Sport Delivery Report L&CD 04-2023

There was submitted Report L&CD 04-2023, Health, Wellbeing and Sport Delivery Review, by the Interim Head of Development, Leisure and Sport, providing the Board with details of the proposed changes to the Health and Wellbeing and Sports Development service areas, which incorporated a restructure of current staffing arrangements. The report also sought approval to implement the changes which would contribute to the savings target identified for 2023/24, as well as deliver a staffing structure that would help contribute to future financial, social and business objectives of L&CD.

Following discussion, the Board agreed the delivery of the changes based on the justification provided in Appendix 1 of the report, which would achieve previously agreed financial savings by L&CD Board, subject to job evaluations being undertaken for the posts detailed.

(iii) Community Hubs

This item had been dealt with elsewhere on the agenda.

(iv) Hybrid Working Model - Update

The Managing Director advised that consultation with Trade Unions was ongoing, and it was anticipated that this would be implemented once notice to staff is given, potentially after the summer date.

*It was subsequently communicated to the Extended Management Team on 7 July that the Hybrid Working Model would be rolled out from 1 September 2023 to those staff in posts which are eligible, with a period of transition for staff lasting until 1 December, from which date the model would be applied.*

ACTION: Judy Dobbie

(v) Establishment Change Note – Head of Corporate Services

There was submitted Establishment Change Note L&CD ECN-9-2023 detailing the regrading and re-designation of the current role of Head of Support Services to Head of Corporate Services.

The Board approved the terms of the note accordingly.

## **VI HEALTH SAFETY AND PROPERTY**

(i) Unapproved minute of Health Safety and Property Committee of 20<sup>th</sup> April, 2023

The above minute was submitted and noted. A query was raised regarding water ingress at McManus and it was noted that this was being progressed by DCC architects. An update was also given on the moth infestation at Central Library, and it was agreed that Robert Emmott contact City Development in this regard.

ACTION: Robert Emmott

(ii) Capital Projects Update

The Managing Director advised that although there had been a change to the funding model for Capital Projects it was important to ensure any measures which could be taken to maximise income from facilities and steps to optimise the customer journey were being taken. Following a recent visit to the Wildlife Centre, key areas requiring upgrade works had been identified, some of which could be undertaken quickly. It was agreed that an Action Plan with timescales in this regard would be produced for the Board's information.

ACTION: Judy Dobbie

## **VII            AUDIT RISK AND COMPLIANCE**

- (i)            Verbal Update of Audit, Risk and Compliance Committee held on 5<sup>th</sup> June, 2023

The above minute was submitted and noted as a correct record. It was noted that full Risk Registers had been produced, which would be submitted to the Board at the meeting on 26<sup>th</sup> July 2023 for scrutiny and to refresh any risk appetite. It was noted that Terms of Reference for the Committee had been circulated and the Board were asked for any comments to be forwarded to the Managing Director as soon as possible. A query was raised regarding membership of the Committee and it was agreed that officers would be noted as “in attendance”.

ACTION: All members

- (ii)            Trustee Annual Reviews – Action Plan

The Chair of the Audit, Risk and Compliance Committee advised that the Action Plan had been approved and would ensure actions contained therein would be progressed.

## **X              AOCB**

- (i)            Dundee Women’s Trail

The Managing Director reported that information regarding a narrative for Dundee Women’s Trail had been produced in conjunction with Children and Families Services and P6 pupils within the city.

On behalf of the Board, the Chair expressed gratitude for the work which had been undertaken for this project.

## **XI            DATES OF FUTURE MEETINGS**

Wednesday 26<sup>th</sup> July, 2023 in Conference Room, Level 2, Central Library, Dundee and via Teams where required.

Moira METHVEN, Chair.