

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held at Dundee on 4th December, 2019.

Present:-

Sinclair AITKEN
George LAIDLAW
Ian MATHERS

Michael MARRA
Moira METHVEN
Greg COLGAN
Stewart MURDOCH

Will DAWSON
Christina ROBERTS
Anna DAY

In attendance:-

Billy GARTLEY, Head of Cultural Services
Paul HENEHAN, Service Manager, Support Services
Graham WARK, Head of Sports & Leisure
Judy DOBBIE, Head of Library and Information Services, Managing Director Designate

Apologies for absence were intimated from Louis LEE, Stuart CROSS and Nasreen MOHAMMED.

Sinclair AITKEN, Chairperson, in the Chair.

Prior to the commencement of business, the Board discussed 2020/2021 Budget Strategies. Councillor Marra voiced dissent with some of the specific savings options put forward,

I WELCOME/DECLARATIONS OF INTEREST AND APOLOGIES

The Chair welcomed those present to the meeting and apologies for absence were noted.

Standing Declarations of Interest: Stewart Murdoch and Greg Colgan as employees of Dundee City Council.

II MINUTE OF POST AGM MEETING HELD ON 13TH NOVEMBER, 2019

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

III MATTERS ARISING

(i) ORGANISATIONAL STRUCTURE REVIEW

A paper was submitted by the Managing Director Designate detailing Terms of Reference for a Structural Review Group, which would review and assess the effectiveness, relevancy and efficiency of the current management and organisational structure against the purposes, values and service agreements which Leisure and Culture Development have providing recommendations to the Board.

To achieve this, the Group would:-

- review the internal organisational structure, management, communication and roles and functions of staff.
- Review the purpose and values of the organisation against key documents for the City priorities.
- Provide recommendations to the Board.

Membership would include:-

Stuart Cross, Leisure and Culture Dundee Trustee
Ian Mathers, Leisure and Culture Dundee Trustee
Moira Methven, Leisure and Culture Dundee Trustee
Judy Dobbie, Acting Manager Director

The Group would have delegated authority to progress the Terms of Reference and would keep the Board regularly informed of progress through the Chair.

A clear communications strategy would define the involvement of the Senior Management Team and Board at critical stages in the review process and the aim of the Group was to bring an update to the Board in February, 2020 and to bring proposals for approval by the Board at the earliest opportunity.

Concern was raised regarding the membership of the group, and it was agreed that this be discussed separately with the Chair.

(ii) MENZIESHILL COMMUNITY HUB

it was noted completion of the lease had now been achieved and that all staff were enjoying service delivery and co-working in this new facility.

(iii) REGIONAL PERFORMANCE CENTRE, DUNDEE

(a) Lease

It was noted that completion of the lease had been achieved. The official opening was likely to take place in March 2020, and a press event is to be organised prior to Christmas.

(b) Costs of Start-up and Cancellation of Bookings

Due to the delay in opening of the facility, additional unforeseen costs/loss of income had been incurred. The Board noted the extent of these costs and it was remitted to officers to discuss with Dundee City Council in order to reclaim this and mitigate any losses.

IV FINANCE AND BUSINESS DEVELOPMENT

(i) MINUTE OF FINANCE COMMITTEE HELD ON 23RD OCTOBER, 2019

The above minute was submitted for information and record purposes.

(ii) MINUTE OF FINANCE COMMITTEE HELD ON 27TH NOVEMBER, 2019
(UNAPPROVED)

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

(iii) LEISURE AND CULTURE DUNDEE CAPITAL PROJECTS BOARD

The minute of meeting of 27th November, 2019 was submitted and noted. It was noted that the various projects were all at differing stages of advancement however the Chief Executive as committed to the delivery of these.

(iv) RESERVES POSITION

A report detailing the reserves position was submitted and noted.

V HR AND EQUALITIES

(i) MINUTE OF HR AND EQUALITIES COMMITTEE HELD ON 20TH NOVEMBER,
2019 (UNAPPROVED)

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

VI HEALTH AND SAFETY AND PROPERTY COMMITTEE HELD ON 14TH NOVEMBER, 2019 (UNAPPROVED)

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

VII COMPLAINTS AND FEEDBACK 2018/19

The Board noted the content of the report. A suggestion was made that the style of the report be developed in future to address specific complaints and measures taken to resolve any issues raised.

Furthermore it was noted that currently no feedback was given to comments made about Leisure and Communities facilities on Trip Advisor, and that it may be helpful for the organisation if this was done in future.

VIII SERVICE UPDATE

- (i) LEISURE AND CULTURE DUNDEE EXTENDED MANAGEMENT TEAM INFORMATION EXCHANGE DECEMBER 2019

This was submitted and noted.

IX AOCB

- (i) REVISED CHRISTMAS AND NEW YEAR OPENING HOURS 2019/20

Reference was made to Report L&CD24-2019, approved by the Board on 2nd October, 2019.

It was now proposed to make an amendment to the festive opening hours for some Community Libraries following a request from Communities Section of Neighbourhood Services Department to close Community Centres from close of business on Friday, 20th December, 2019 to Monday, 6th January 2020.

Approval was therefore sought from the Board to agree this request for Ardler, Douglas and Kirkton Community Libraries to be closed for the duration of those dates.

The Board approved accordingly.

- (ii) LEAD TRUSTEES

Concern was raised that proposals for the future of the Lead Trustees and the various Sub-Groups had not yet been submitted to the Board. Assurances were given that this issue was important but that the urgency of Budgetary Matters meant that these needed to take priority. It was noted that this would form part of a Pre-Board Discussion in February.

X DATES OF FUTURE MEETINGS

- (i) Date of Next Meeting

Wednesday, 19th February, 2020 in Caird Hall Conference Room 6

2.00 pm	Pre-Board Confidential Session for Trustees only
3.00 pm	Board Business Meeting

- (ii) Timetable of Leisure and Culture Dundee Board and Sub-Committee Meetings for 2020

A copy of the timetable was submitted for members information.

Board Meetings:-

Wednesday, 1st April, 2020

Wednesday, 3rd June, 2020

Wednesday, 29th July, 2020

Wednesday, 30th September, 2020

Wednesday, 11th November, 2020 – 9th AGM and Post AGM Board Meeting (12.30 pm start)

Wednesday, 2nd December, 2020

Sinclair AITKEN, Chair.