

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held at Dundee on 31st July, 2019.

Present:-

Sinclair AITKEN  
George LAIDLAW  
Ian MATHERS  
Caroline DOCHERTY  
Michael MARRA

Stewart MAXWELL  
Moira METHVEN  
Greg COLGAN  
Stuart CROSS

Stewart MURDOCH  
Will DAWSON  
Christina ROBERTS  
Louis LEE  
Anna DAY

In attendance:-

Graham WARK, Head of Sports and Leisure  
Billy GARTLEY, Head of Cultural Services

Sinclair AITKEN, Chairperson, in the Chair.

Prior to the commencement of business, a Confidential Session for Trustees was held, where David Martin, Chief Executive, Dundee City Council, spoke to trustees in respect of various issues.

The Chief Executive noted the strong relationship which Dundee City Council and L&CD, and how formal governance relationships were also well established. Accordingly, the continuance of this to deliver services effectively to the citizens of Dundee was vital. Budgetary challenges would continue but these should not damage existing relationships.

Thereafter, the Chief Executive discussed ongoing succession arrangements for the appointment of a new Managing Director. The appointment process was outlined and it was noted that the appointment panel would consist of Elected Members. It was suggested that selected Board Members also be included in this process, and assurances were given that the Assessment Centre process could include the Chair and HR and Equalities Chair.

The Job Description was circulated for information and a dedicated website would also be created to fully capture the dynamic role of Managing Director. The new appointee would still play a vital role in the City Council Management Team, as an employee of Dundee City Council, however, and the Board were again given assurances that any appointment made would need to be satisfactory for them also.

Thereafter, discussion was led on the issue of property maintenance/costs. The Chief Executive advised that whilst DCC were responsible for property maintenance it would be helpful for the Board to be aware of the true cost of support in kind given. It was agreed that more robust management information would be made available to address this. In addition to this, commissioning works had commenced to examine property costs which would enable strategic planning for this.

Furthermore, longer term financial planning was in place which would enable earlier engagement in this process, to tackle future budgetary contracts.

The Board noted that it could be advantageous to consider further co-location of L&CD services within DCC properties, and it was agreed that this be further explored.

The Chair, on behalf of Board Members, thanked the Chief Executive for the informative and productive discussion.

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

The Chairperson welcomed Trustees to the meeting, particularly Stuart Cross and Anna Day, who were attending their first Board meeting, and Nasreen Mohammed, who was to join the Board at the AGM.

Standing Declarations of Interest – Stewart Murdoch and Greg Colgan as employees of Dundee City Council; Stuart Cross as a member of OSCR.

## II APPROVAL OF PREVIOUS MINUTE

- (i) MINUTE OF LEISURE & CULTURE DUNDEE BOARD MEETING HELD ON 5TH JUNE, 2019

The above-mentioned minute was submitted and approved.

## III MATTERS ARISING

- (i) BOARD RECRUITMENT

Confirmation of Approval of Trustee Appointments by Dundee City Council.

The Board noted the following appointments:-

Independent Trustee:	Anna Day – Appointed 31st July, 2019
Independent Trustee:	Stuart Cross – Appointed 31st July, 2019
<i>Independent Trustee:</i>	<i>Nasreen Mohammed – to be appointed AGM, 13th November, 2019</i>
<i>Independent Trustee:</i>	<i>Sue Moody – to be appointed AGM, 13th November, 2019</i>
<i>Independent Trustee:</i>	<i>Joanne Scobie – to be appointed AGM, 13th November, 2019</i>

An induction programme for new trustees had commenced which all were finding to be extremely enjoyable.

- (ii) GLOBAL AMBASSADOR AWARD – MANAGING DIRECTOR

Stewart Murdoch, Managing Director of Leisure & Culture Dundee, had been honoured with a Global Ambassador Award by the International Association for Community Development (IACD) for his outstanding contributions to the field of community development.

The Board welcomed this acknowledgement of the hard work and commitment of the Managing Director in his role.

## IV FINANCE AND BUSINESS DEVELOPMENT

- (i) MINUTE OF LEISURE & CULTURE FINANCE COMMITTEE HELD ON 29TH MAY, 2019

The minute of the Finance Committee of 29th May, 2019 was submitted and approved.

- (ii) MINUTE OF LEISURE & CULTURE DUNDEE FINANCE COMMITTEE OF 26TH JUNE, 2019

The minute of the Finance Committee of 26th June, 2019 was submitted and approved.

- (iii) MINUTE OF LEISURE & CULTURE DUNDEE FINANCE COMMITTEE HELD ON 24TH JULY, 2019

The minute of the Finance Committee of 24th July, 2019 was submitted and approved.

- (iv) L&CD REVENUE BUDGET – UPDATE ON IMPLEMENTATION OF SAVINGS

The Finance Committee Chair gave members a brief overview of the current financial position. It was noted that £868k savings were required for 2019/20, with agreed savings of £469k, leaving a deficit of £399k. This figure had further been reduced using unallocated reserves of £110k and redesignated reserves of £250k, leaving an unfunded deficit of £200k.

Progress on the implementation of agreed savings across all service was being tracked on a monthly basis.

Discussion followed on how best to contain budgets and, if necessary, reduce expenditure further, and it was agreed that a clear and concise summary of the current position be produced for the Board.

The Board agreed that all service areas were entering challenging times and that intense scrutiny of the operating models across each area was required.

(v) L&CD CAPITAL PROJECTS BOARD

The minute of meeting of the Capital Projects Board held on 23rd July, 2019 was submitted and noted.

**V HR AND EQUALITIES**

(i) UNAPPROVED MINUTE OF HR AND EQUALITIES COMMITTEE HELD ON 23RD JULY, 2019

The unapproved minute of the HR and Equalities Committee of 23rd July, 2019 was submitted and noted.

(ii) MANAGING WORKFORCE CHANGE – UPDATE

It was reported that this policy had been temporarily rescinded pending ongoing discussions between DCC and Unions.

**VI HEALTH AND SAFETY AND PROPERTY**

(i) UNAPPROVED MINUTE OF LEISURE & CULTURE DUNDEE HEALTH AND SAFETY AND PROPERTY COMMITTEE HELD ON 11TH JULY, 2019

The unapproved minute of the Health and Safety and Property Committee of 11th July, 2019 was submitted and noted.

(ii) HEALTH AND SAFETY POLICY AND MANAGEMENT FRAMEWORK

The Board approved the Policy as detailed.

**VII LEASES AND OPERATING AGREEMENTS**

(i) MENZIESHILL COMMUNITY HUB AND RPCD

Leases for both facilities were progressing and it was agreed that any urgent matters would be finalised and reported to the next Board meeting for approval.

Thereafter ECN18-2019 was submitted to the Board for the creation of a staffing model for Menzieshill Community Hub.

The Board noted that the ECN had been approved by HR and Equalities Committee on 23rd July, 2019, subject to agreement of Finance Committee on 24th July, 2019. The ECN was subsequently agreed by the Finance Committee on 24th July, 2019, subject to two permanent posts being transferred and the one additional post being filled either by an internal transfer or on a temporary basis.

Accordingly, the Board approved the terms of the note.

(ii) REGIONAL PERFORMANCE CENTRE, DUNDEE

The RPCD Task List as at 24th July, 2019 was submitted and noted.

## **VIII L&CD BUSINESS PLAN 2019-2024**

The Plan was submitted and approved.

## **IX GOLF STRATEGY UPDATE**

There was submitted Report L&CD17-2019 reviewing progress of the Golf Dundee strategic plan (adopted by Leisure & Culture Dundee in 2016) and considering the key issues of sustainability and future development of golf provision.

Following discussion, it was agreed that the content of the report be agreed.

## **X GUIDELINES FOR SETTING UP AND RUNNING ADVISORY, FRIENDS AND ASSOCIATED GROUPS**

The above-mentioned guidelines were submitted for consideration. The Board agreed that the principle of the guidelines be supported and that a further draft be submitted at a later date.

## **XI CULTURAL SERVICES ACQUISITIONS REPORT 2018-19**

There was submitted Report L&CD 16-2019 providing details of the acquisitions as required by the Leisure & Culture Dundee Service Specification for 2018/19 in terms of both donations and purchases.

The Board noted the report which detailed the acquisitions, both purchases and donations, during the financial year 2018/19.

## **XII LEAD TRUSTEES UPDATES**

### **(i) L&CD EXTENDED MANAGEMENT TEAM INFORMATION EXCHANGE JUNE 2019**

A copy of the EMT information exchange was submitted and noted.

### **(ii) LEAD TRUSTEES GROUP**

It was noted that at the meeting held on 30th July, 2019, discussions focussed on scenario planning for the future, self improvement and self evaluation. Attendees agreed that the meeting was extremely useful and provided a positive vision for the way forward.

### **(iii) LIBRARY AND INFORMATION SERVICES**

A digital storytelling event concluded Dan Brown's residency at Central Library, with all five stories created available at <http://digital-stories.scot>.

Coldside Library refurbishment was on schedule for completion in August, 2019.

The Carnegie ABCD trail was to be launched to commemorate the death 100 years ago of industrialist, philanthropist and library benefactor Andrew Carnegie. A number of library led events will take place during August, September and October. Carnegie significantly impacted the built environment of Dundee. It was agreed that representatives of the Carnegie Trust be contacted to advise of this most interesting scheme.

### **(iv) CULTURAL SERVICES**

Preparations were ongoing for the next temporary exhibition Among the Polar Ice. This would feature historic and contemporary artworks featuring scenes from the north and south poles. The exhibition would open at The McManus on Saturday, 7th September, 2019. There would be involvement from partners who were involved in scientific polar research and links being investigated with the Antarctica 2020 project.

Mills Observatory Dome would close from August to November 2019 for essential repairs. The Observatory would remain open during this period.

(v) LEISURE AND SPORTS SERVICES

The future of the Active Schools programme in Dundee had been secured for the next four years and a new partnership agreement between sportscotland, L&CD and DCC has been agreed, which would identify, plan and deliver shared priorities. DCC had also pledged to keep all sport and physical activity opportunities in schools free of charge in the next academic year.

Ancrum delivered a busy Easter holiday programme and when schools returned all 33 primary schools received five week blocks of outdoor education, This was highly successful with many targeted children improving attendance, behaviour, co-operation, resilience, etc during the intervention programme, with feedback evidence showing direct impact from participating in Ancrum programmes.

Ancrum also delivered and led the first Leisure and Sport Section residential for three joint Highlands primary schools at Dundee Sea Cadet Centre in June. Feedback from this event was exceptional with other leisure facilities accommodating the children for activities, which included swimming, ice skating, disco and wildlife experience.

(iv) YOUNG STAKEHOLDERS – FEEDBACK

There was submitted Report No L&CD11-2019 informing the Board of views and opinions of young people who were involved with or volunteering for Leisure & Culture Dundee, as well as views on what could improve Dundee for young people ages 16-25.

The Board thanked Louis Lee for his report, noting that suggestions made by Louis be progressed with discussions with the SMT.

**XII DATES OF FUTURE MEETINGS**

(i) L&CD BOARD MEETINGS – WEDNESDAY, 2ND OCTOBER, 2019

Caird Hall Conference Room 6, 1 Shore Terrace, Dundee DD1 3AH

2.00 pm – 3.00 pm	Refreshments and Pre Board Discussion
3.00 pm – 4.30 pm	Board Business

Sinclair AITKEN, Chair.