

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held remotely and in the Conference Room, Central Library, on 28th September, 2022.

Present: -

Stuart CROSS
Will DAWSON
Judy DOBBIE
Charlie MALONE
Emma DONALDSON

Robert EMMOTT
George LAIDLAW
Colin MCLEOD
Nasreen MOHAMMED

Moira METHVEN
Sue MOODY
Anna DAY
Nadia EL-NAKLA

In attendance: -

Paul HENEHAN, Head of Support Services
Jayne GAIR, Head of Library and Information Services

Moira METHVEN, Chairperson, in the Chair.

I WELCOME/DECLARATIONS OF INTEREST AND APOLOGIES

The Chair welcomed those present to the meeting and introductions were made.

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

Declaration of Interest: George Laidlaw in Article IV (ii) by virtue of his involvement with educational establishments

There were no apologies noted.

II MINUTES

(i) MINUTE OF MEETING HELD ON 27th JULY, 2022

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

III MATTERS ARISING

(i) MEETING WITH CHIEF EXECUTIVE

The Chair reported that a meeting with the Chief Executive of Dundee City Council, the Managing Director, Bailie Dawson and herself had taken place. The meeting had been very productive, with strategic priorities identified and challenges facing Leisure & Culture Dundee due to the economic crisis highlighted, but reiterating that Leisure & Culture Dundee would continue to strive to provide services in the best possible way.

(ii) DUNDEE FESTIVAL TRUST

The Chair, Managing Director, Head of Support Services and Anna Day had met to consider the future of Dundee Festival Trust and bring recommendations to the Board. It had been established that all existing documentation was in order, and that consideration of existing applications would take place in early 2023. Although grant monies were still available, future funding to the trust may not be viable given the current financial climate.

ACTION: Judy Dobbie

IV STRATEGIC PLANNING

The Managing Director reported that a workshop meeting had been held which focused on the journey of Leisure & Culture of Dundee to date, key stakeholders, drivers for change and the structure needed to move towards a positive future.

Whilst it was recognised that future funding and income streams would be reduced, the organisational focus would still be providing the best services possible for the city. To achieve this, key workstreams and performance indicators would be scrutinised in conjunction with the City Plan. The next step would be the Board Strategic Session planned for 13th October 2022 where findings would be outlined in detail and views/suggestions to take this forward would be discussed.

The Board agreed that this was a positive position to be in but noted that in future it would be necessary to be mindful of using different ways to achieve strategic outcomes.

V FINANCE, PERFORMANCE AND BUSINESS DEVELOPMENT

- (i) UNAPPROVED MINUTE OF L&CD FINANCE AND BUSINESS DEVELOPMENT COMMITTEE OF 24TH AUGUST, 2022

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

The Head of Support Services gave a brief update on:

- (ii) FINANCIAL YEAR 2021-22 – UNAUDITED YEAR END POSITION
- (iii) FINANCE REPORT Q1 – 2022-23

VI HR AND EQUALITIES

- (i) UPDATE ON L&CD HR AND EQUALITIES COMMITTEE OF 21ST SEPTEMBER, 2022

The July 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. This was now in the Google Drive and members were encourage to forward any comments regarding this.

Upgrading works were still to be undertaken at Central Library, and it was noted that the progression of non-urgent upgrade works may require to be modified due to significant increases in costs/materials. The Board noted the efforts undertaken by the Senior Management Team to welcome staff to Central Library however it was agreed that upgrade works for staff facilities in particular needed to be undertaken urgently.

A report highlighting hybrid working model was to be submitted to the Committee, and it was noted that current staffing documents were currently uploaded to the Google Drive.

- (ii) INTERIM STAFFING ARRANGEMENTS

The Managing Director gave a brief update on the ongoing interim arrangements, which were working well, as demonstrated by the positive engagement at the recent Strategy Workshop event.

V HEALTH & SAFETY AND PROPERTY

- (i) UNAPPROVED MINUTE OF HEALTH SAFETY AND PROPERTY COMMITTEE HELD ON 11TH SEPTEMBER 2022

The unapproved minute was submitted and noted.

The relocation of staff to Castle Street was continuing to be problematic, and investigations were continuing by City Development in order to resolve drainage issues.

The Committee had been advised that a feasibility study was underway to consider opportunities to expand the current energy centre capacity at the RPCD to possibly serve Dundee & Angus College, St Paul's SC and the gymnastics facility. It was hoped the study could be taken through to an Outline Business Case (OBC) for further detailed consideration and financial assessment. At present no timescales could be advised until such times as the OBC was approved, but that further discussions regarding this would be held meantime.

(ii) CAPITAL PROGRAMME

The Managing Director advised that the Programme document had been further reviewed with the Head of Support Services, with projects which could be undertaken imminently highlighted. Other projects which needed more robust business plans but were still valid projects had also been identified.

The Board welcomed the progress made and it was agreed that the updated document be circulated to members.

ACTION: Judy Dobbie

(iii) COST OF LIVING CRISIS

A briefing note by the Managing Director was submitted which highlighted ongoing work with partners including DCC and Faith in the Community to provide spaces for those having difficulty in heating their homes. This would be part of a community resilience project initiated by the Scottish Government Resilience Team to support vulnerable citizens throughout the winter. Given the number of venues and range of services which L&CD manage, there was scope to support to this initiative from across all service areas.

The Board welcomed this proposal and the cohesive approach being taken.

IX AUDIT RISK AND COMPLIANCE COMMITTEE

(i) UPDATE FROM SHORT-TERM GOVERNANCE WORKING GROUP

The Board noted that due to unforeseen circumstances the next meeting of this group had been delayed but would be rescheduled as soon as possible.

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

The Plan was submitted and noting that actions had arisen from the recommendations from the internal audit on governance.

The Head of Support Services spoke to the Plan, with the Board noting the actions in relation to Conflicts of Interest, Risk Culture, Service Level Agreements, Openness and Transparency, Succession Planning and Trustee Engagement, Board Policies and Sub-Committee Terms of Reference. In addition to this, to a diagram of governance was circulated.

The Board noted the position, and thanked the Head of Support Services for his contribution.

IX OLYMPIA UPDATE

The Managing Director reported that works had commenced and that the Head of Support Services was liaising with contractors on behalf of Leisure & Culture Dundee.

The Board welcomed this development and agreed it was essential to keep the public informed of any work schedule timelines. It was noted that this point would be raised by the Managing Director at the forthcoming Scrutiny Committee meeting.

XI AOCB

(i) WEBSITE

A meeting had taken place with the Creative Services team regarding the redesign of the website, and a report outlining proposed changes/upgrade would be submitted to the Board in due course.

ACTION: Judy Dobbie

(ii) NATIONAL LITERACY TRUST LAUNCH

Anna Day advised that the launch was to be held on 2nd November 2022 and that invitations to this would be issued to board members shortly.

XII DATE OF NEXT MEETING

Wednesday, 2nd November 2022 at 2.00 pm – **via Teams**)
Special Board Meeting – Approval of Annual Report & Accounts 2022/23

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