

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held remotely and in the Meeting Room 2, RPCD, Dundee on 30th November, 2022.

Present: -

Moira METHVEN
Will DAWSON
Judy DOBBIE

Robert EMMOTT
George LAIDLAW
Colin MCLEOD

Emma DONALDSON
Sue MOODY
Anna DAY

In attendance: -

Paul HENEHAN, Head of Support Services
Tanya DUTHIE, Service Manager, Adult Library and Information Services
Elaine HALLYBURTON, Service Manager, Children's Library and Information Services
John McCAFFERTY, Interim Head of Leisure and Sport
Susan MELVILLE, Service Manager, Active City
Gareth JACKSON-HUNT, Service Manager, Museum Services
Anna ROBERTSON, Senior Manager, Fine and Applied Arts
Tom INNS, Cofink

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.

Apologies had been received from Stuart Cross, Nasreen Mohammed, Cllr El-Nakla and Cllr Malone.

II STRATEGIC PLANNING

Discussions focused on strategic ambitions and what could be delivered for each audience by 2028, and it was noted that a robust consultation exercise would take place to ascertain the needs and priorities of audiences going forward. Furthermore, a separate exercise would be held with staff to ensure that delivery ambitions were supported and achievable.

The timeline for consultation was outlined and it was envisaged the results of this would be shared with Board in early 2023, along with a draft strategic document.

Thereafter the Board were given an opportunity to seek clarity on points raised within the presentation with the undernoted matters being raised:

- The vision statement might recognise that L&CD are a responsive organisation who are prepared to listen to all its audiences
- The use of data is a vital element in the understanding of the various audiences
- It was important to realistically manage audience expectation whilst undertaking the consultation
- It may be necessary to approach audiences directly during the consultation process

III MINUTES

(i) MINUTE OF SPECIAL MEETING HELD ON 2ND NOVEMBER, 2022

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

(ii) MINUTE OF MEETING HELD ON 9TH NOVEMBER, 2022

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

IV MATTERS ARISING

(i) CHRISTMAS AND NEW YEAR OPENING HOURS

The Managing Director advised that service provision across Leisure & Culture Dundee was being scrutinised to establish if additional opening hours were possible, in order to help alleviate the cost of living crisis. Additional information on this issue was also provided at Article V of the minute.

Action: Judy Dobbie.

V LEISURE & CULTURE DUNDEE BRANDING, WEBSITE AND ONLINE SERVICES

There was submitted Report No L&CD13-2022 by the Head of Support Services.

The Board agreed: -

- (i) to note the need to implement consistent branding and associated website which more accurately addressed current needs; and
- (ii) through the procurement process to create a tender for the creation of a new Leisure & Culture Dundee website with consistent branding.

The Board further agreed that a further report be submitted to provide an update on this.

Action: Paul Henahan.

VI COST OF LIVING CRISIS: OPEN DOORS WINTER COMMUNITY PROGRAMME

There was submitted Report No L&CD1-2022 by the Managing Director, bringing to the Board's attention actions taken by Leisure & Culture Dundee as part of a citywide approach to mitigate the cost of living crisis, particularly in terms of energy prices.

The Board agreed to: -

- (i) commit to working in partnership with providers and stakeholders across the city to provide support to those experiencing the impact of the cost of living crisis; and
- (ii) designate venues managed by Leisure & Culture Dundee as 'open doors' as part of the city approach.

Action: Judy Dobbie/Senior Management Team.

VII FINANCE, PERFORMANCE AND BUSINESS DEVELOPMENT

(i) APPROVED MINUTE OF L&CD FINANCE AND PERFORMANCE COMMITTEE OF 26TH OCTOBER, 2022

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

- (ii) UNAPPROVED MINUTE OF L&CD FINANCE AND PERFORMANCE COMMITTEE OF 23rd NOVEMBER, 2022

The above unapproved minute was deferred until the next meeting.

The Chair gave a brief update of matters discussed at the meeting, noting that the accounts for Q2 were looking very positive, with current projections still providing a balanced budget. A discussion was held regarding the Budget for 2023/24 and it was agreed to have an additional Board meeting late December/early January 2023 to discuss this once the Scottish Government budget had been announced. It was noted that budget preparation would be challenging and it was important to inform Dundee City Council of what the organisation's priorities were and the level of savings needed.

Action: Paul Henehan.

- (iii) LEISUREACTIVE COMMUNITY MEMBERSHIP PILOT

There was submitted Report No L&CD 15-2022 by the Interim Head of Leisure and Sport providing the Board with details of a proposed 12-month pilot with the aim of improving attendances and income across St Paul's, Harris and Grove Swim and Sport Centres. The report highlighted current usage and charges applied in the facilities, the identified requirement for change and proposed a solution to increase attendances and income through the Leisureactive membership scheme. The report recommended the introduction of a membership category which would offer cost-effective access to identified facilities.

The Board approved the pilot scheme accordingly, noting that if any further approvals were required these could be sought by emails prior to the next meeting.

Action: John McCafferty.

VIII HR AND EQUALITIES

- (i) UNAPPROVED MINUTE OF HR AND EQUALITIES COMMITTEE OF 15TH NOVEMBER, 2022

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

IX HEALTH & SAFETY AND PROPERTY

- (i) UNAPPROVED MINUTE OF HEALTH SAFETY AND PROPERTY COMMITTEE OF 20TH OCTOBER 2022

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

X AUDIT RISK AND COMPLIANCE COMMITTEE

- (i) APPROVED MINUTE FROM FROM SHORT-TERM GOVERNANCE WORKING GROUP OF 12TH OCTOBER 2022

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

- (ii) UNAPPROVED MINUTE FROM FROM SHORT-TERM GOVERNANCE WORKING GROUP OF 16TH NOVEMBER 2022

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

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

The Plan was submitted and noted.

(iv) L&CD POLICIES

The updated policies were submitted and noted.

XII AOCB

There were no further items requiring consideration.

XII DATES OF FUTURE MEETING

(i) DATE OF NEXT MEETING

Wednesday 1 February 2023 at 2.00pm (venue to be confirmed).

(ii) DRAFT DATES OF MEETINGS FOR BOARD/COMMITTEES FOR 2023

A schedule of dates for 2023 was submitted and approved.

Moira METHVEN, Chair