

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held at Dundee on 28th July, 2021.

Present: -

Moira METHVEN
George LAIDLAW
Stuart CROSS
Charlie MALONE
Ian MATHERS

Judy DOBBIE
Christina ROBERTS
Robert EMMOTT
Anna DAY

Sue MOODY

In attendance: -

Jayne GAIR, Head of Libraries and Information Services

Apologies for absence had been intimated from Councillor Will Dawson, Nasreen Mohammed, Paul Henehan, Billy Gartley and Graham Wark.

Moira METHVEN, Chairperson, in the Chair.

I WELCOME/DECLARATIONS OF INTEREST

The Chair welcomed those present to the meeting.

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

II MINUTES

- (i) UNAPPROVED MINUTE OF POST AGM MEETING HELD ON 2ND JUNE, 2021

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

III MATTERS ARISING

- (i) AUDIT OF BOARD SKILLS AND EXPERIENCE UPDATE
Judy Dobbie, Managing Director

The Managing Director advised that a few returns were outstanding however procedures were in place to include these into the overview of responses. This would also inform the recruitment process for new Board members.

- (ii) BOARD RECRUITMENT PROCESS- UPDATE
Judy Dobbie, Managing Director

The Board noted that the tender process for recruitment advisers had also commenced.

IV FINANCE AND BUSINESS DEVELOPMENT

- (i) APPROVED MINUTE OF FINANCE OF 23rd JUNE, 2021

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

- (ii) UNAPPROVED MINUTE OF FINANCE COMMITTEE OF 21st JULY, 2021

The above unapproved minute was deferred, with the Finance Committee chair advising members that performance figures to date were very encouraging.

V HR AND EQUALITIES

- (i) UNAPPROVED MINUTE OF L&CD HR AND EQUALITIES COMMITTEE OF 14th JULY, 2021

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

- (ii) INTERIM REVIEW OF STAFFING MODEL – REGIONAL PERFORMANCE CENTRE DUNDEE

There was submitted Report No L&CD 23-2021 by the Head of Support Services seeking approval for the interim changes to the staffing establishment at the Regional Performance Centre Dundee (RPCD) detailed within the report and at Appendix 1.

The Board approved the changes as detailed. It was further agreed that the Managing Director and Head of Support Services streamline the process for the production of Establishment Change Notices for approval by the Board.

VI HEALTH & SAFETY AND PROPERTY

- (i) UNAPPROVED MINUTE OF HEALTH & SAFETY AND PROPERTY COMMITTEE HELD ON 10th JUNE, 2021

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

VII GOVERNANCE OF LEISURE AND CULTURE DUNDEE

- (i) INTERNAL AUDIT – L&CD GOVERNANCE 2021

There was submitted Report No L&CD 21-2021 by the Managing Director informing the Board of the outcome of the Audit of L&CD Governance undertaken by KPMG and setting out the measures proposed to address the issues highlighted.

The Board agreed to note the content of the Executive Summary of the Internal Audit of L&CD governance 2021 at Appendix 1 to the report and approved the measures contained within. The Board further agreed that it could be helpful to consider the introduction of an Audit and Risk Sub Committee/annual review of governance and it was remitted to the Managing Director to progress this.

- (ii) L&CD GOVERNANCE: REPORTING PROCEDURES TO L&CD BOARD AND SUB-COMMITTEES

There was submitted Report No L&CD 22-2021 by the Managing Director seeking to ensure a consistent and timeous reporting schedule for all items submitted for agendas for the L&CD Board and its sub-committees by the implementation of and adherence to the procedures outlined in the report.

The Board approved the implementation of the procedures outlined within the report.

- (iii) FUTURE PRIORITIES

Future Priorities for the Board were outlined, with the focus on: -

- An away day for Trustees and the SMT to establish strategic priorities
- Review of Governance
- Review of Policies
- Training for Trustees

The Board agreed the proposals highlighted and it was remitted to the Managing Director to progress this. Whilst it was noted that the Board's legal advisers would assist with future training, it was agreed that other providers be considered for specific elements. It was also agreed that it would be useful for discussions to be held with Dundee City Council to revisit the Service Level Agreements and Memorandum of Understanding and any other contractual mechanisms.

VIII REOPENING AND RECOVERY SUMMARY JULY 2021

A summary of the performance figures to date was submitted and noted.

The Board noted encouragement at the figures, noting that the Creative Services team was exploring ways to make reopening information more accessible to the public.

IX CULTURAL SERVICES ACQUISITIONS 2020-2021

There was submitted Report No L&CD20-2021 by the Head of Cultural Services detailing the acquisitions as required by the Leisure & Culture Dundee Service Specification for 2020/21 in terms of both donations and purchases.

The Board noted the content of the report, further noting that it would be helpful if these acquisitions could be showcased to a wider audience.

X DCC PROPERTY RATIONALISATION – L&CD HQ, SHORE TERRACE

The Managing Director gave members an update on proposals for the L&CD HQ at Shore Terrace. Although no further discussions had taken place with City Development regarding the next steps, assurances had been given that Dundee City Council would fund any costs arising. Furthermore, a commitment was given that any decant would be conducted in a seamless way as possible for employees.

A brief overview was also given of the rationale of moving the HQ to Central Library, the busiest public library in Scotland, and this would also be an opportunity to create hybrid working opportunities for employees.

The Board noted accordingly, and it was agreed that further updates be given when available.

XI AOCB

There were no additional items to be considered.

XII DATE OF FUTURE MEETING

(i) DATE OF NEXT BOARD MEETING

Wednesday, 29th September, 2021, via Microsoft Teams.

(ii) DATE OF 10th AGM AND POST AGM BOARD MEETING

Wednesday, 10th November, 2021 at 12 noon via Microsoft Teams.

(iii) POST AGM BOARD MEETING

Wednesday, 10th November, 2021 at 1:00pm via Microsoft Teams.

Moira METHVEN, Chair.