

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held remotely on 29th September, 2021.

Present: -

Will DAWSON
Anna DAY
Judy DOBBIE

Robert EMMOTT
George LAIDLAW
Ian MATHERS
Joanne SCOBIE

Moira METHVEN
Nasreen MAHAMMED
Sue MOODY

In attendance: -

Jayne GAIR, Head of Libraries and Information Services
Billy GARTLEY, Head of Cultural Services
Paul HENEHAN, Service Manager, Support Services
Kevin MCGINLEY, Marketing and Digital Team Leader
Tom MATTHEWS, Scotinform
Sheena MUNCIE, Scotinform
Sherridan SAMSON, Business Development and Learning Manager
Graham WARK, Head of Sports and Leisure

Apologies for absence had been intimated from Christina Roberts, Charlie Malone and Stuart Cross.

Moira METHVEN, Chairperson, in the Chair.

PRESENTATION OF DRAFT REPORT: L&CD – RESEARCH TO INFORM POST-COVID RECOVERY

The Chair welcomed Sheena Muncie and Tom Matthews of Scotinform to the meeting. It was noted that a copy of the report had been shared with Trustees today.

Sheena presented key findings from the report and Tom presented data on the economic impact.

Sheena and Tom were thanked for their presentation and left the meeting.

Following discussion the Board agreed the following:

- (i) Consideration to be given to how the information from the report can be shared with staff and whether a media press release should be prepared;
- (ii) Heads of Service to consider the findings of the report strategically and bring back to the Board suggestions for taking it forward in their services.

I WELCOME/DECLARATIONS OF INTEREST AND APOLOGIES

The Chair welcomed those present to the meeting.

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

Apologies were noted as above.

II MINUTES

- (i) MINUTE OF MEETING HELD ON 28TH JULY, 2021

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

III MATTERS ARISING

(i) AUDIT OF BOARD SKILLS AND EXPERIENCE MATRIX

The Managing Director reported that audit returns had been received and included in the template. A paper was being produced that would be circulated in advance of the Strategic Priorities Session.

(ii) BOARD RECRUITMENT PROCESS - UPDATE

The Managing Director reported that the closing date for applications was this Friday. Ten expressions of interest had so far been received from people with a range of backgrounds.

IV FINANCE AND BUSINESS DEVELOPMENT

(i) REVENUE BUDGET MONITORING 2021/2021

A copy of the financial position as at 31st August 2021 was submitted and noted.

(ii) APPROVED MINUTE OF FINANCE COMMITTEE HELD ON 25TH AUGUST 2021

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

(iii) UNAPPROVED MINUTE OF FINANCE COMMITTEE HELD ON 22ND SEPTEMBER 2021

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

V HR AND EQUALITIES

(i) UNAPPROVED MINUTE OF L&CD HR AND EQUALITIES COMMITTEE OF 15TH SEPTEMBER, 2021

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

(ii) REVISED REMIT OF HR AND EQUALITIES COMMITTEE

A copy of the revised remit for the HR and Equalities Committee was submitted and approved.

A discussion took place about whether the remit needed to be made more explicit and it was agreed that Nasreen would give this some consideration and send any suggested amendments to the Managing Director for circulation to the Board for comment.

It was suggested by the Chair of the Committee that the template be used by all Committees so that there was consistency and this was agreed by the Board. It was also agreed that the remits for Committees should be reviewed every year

(iii) POLICY ON WEARING OF FACE COVERINGS IN PUBLIC PLACES BY L&CD EMPLOYEES

A copy of the Policy on Wearing of Face Coverings in Public Places by L&CD Employees was submitted and adopted.

VI HEALTH & SAFETY AND PROPERTY

(i) UNAPPROVED MINUTE OF HEALTH & SAFETY AND PROPERTY COMMITTEE HELD ON 26TH AUGUST, 2021

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

The Chair of the Committee reported that in relation to the remedial works at Olympia, a meeting would be arranged between himself, L&CD officers and City Development representatives.

VII GOVERNANCE OF LEISURE & CULTURE DUNDEE

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

It was reported that this was now complete. Quick fixes were being identified and actioned. Training sessions on governance were being planned. This would be discussed further at the Strategic Priorities Session.

(ii) L&CD GOVERNANCE: L&CD CONFLICT OF INTEREST REGISTER POLICY

There was submitted Report No L&CD 23-2021 by the Managing Director ensuring a consistent and accurate recording and updating of Registration and Declaration of Interests within the Leisure & Culture Dundee Board, by the implementation of and adherence to the policy and procedures outlined in the report.

The Board approved the implementation of the L&CD Policy and Procedures in relation to Registration and Declaration of Interests, attached at Appendix 1 of the report.

The Chair asked if a similar policy was being introduced for officers and the Managing Director confirmed that this was being introduced and the policy would be brought to the next Board meeting.

(iii) L&CD STRATEGIC PRIORITIES SESSION

The Managing Director confirmed that the Session was taking place remotely on Zoom on Wednesday 6th October 2021 and would be a full day session. A facilitator had been commissioned and there would be the use of virtual breakout rooms etc. Papers would be issued in advance of the Session.

VIII RECOVERY AND REOPENING SUMMARY – UPDATE SEPTEMBER 2021

The Managing Director reported that all premises had reopened with the Mills Observatory and Broughty Ferry Castle re-opening next week. Following the return of the Caird Hall from its role as the Mass Vaccination Centre, the first event had been arranged to take place on 8th October 2021.

X DCC PROPERTY RATIONALISATION – MOVE FROM SHORE TERRACE

The Managing Director reported that an option appraisal was being worked on. It was suggested that it would be helpful to add in an audit of L&CD buildings to the option appraisal and this was agreed.

The Board noted the position.

XI DCC COMMUNITY HUB PROJECT

The Managing Director reported that there had been a presentation last month where the proposals were shared. All members of the Board were not in attendance but the presentation had been circulated.

Following discussion the following was agreed by the Board:

- (i) Issues paper to be updated by the Managing Director and recirculated to the Board;
- (ii) George's comments to be passed on to the Managing Director;
- (iii) Robert and the Managing Director to meet to further discuss all concerns expressed; and
- (iv) Letter to be sent from the Board members to the group responsible for managing the Community Hub Project work identifying concerns. (Following the Board Meeting, the Chair

and Managing Director agreed that the letter from Board members would be sent to the Chief Executive instead).

XII AOCB

There were no additional items to be considered.

XIII DATE OF FUTURE MEETINGS

(i) L&CD BOARD MEETING

Wednesday 1st December, 2021 at 2.00pm via Microsoft Teams.

(ii) L&CD 10TH AGM AND POST AGM BOARD

L&CD 10th AGM – Wednesday 15th December, 2021 at 12 noon via Microsoft Teams

Post AGM Board – Wednesday 15th December, 2021 at 1.00pm via Microsoft Teams.

Moira METHVEN, Chair