

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held at the Regional Performance Centre, Dundee on 8th June 2022

Present: -

Stuart CROSS
Will DAWSON
Judy DOBBIE

Robert EMMOTT
George LAIDLAW
Colin MCLEOD

Moira METHVEN
Sue MOODY

In attendance: -

Paul HENEHAN, Head of Support Services
Jayne Gair, Head of Library and Information Services
Jenni Leigh, Hub Manager, National Literacy Trust
Elaine Hallyburton, Service Manager, Children's Library and Information Services

Apologies for absence had been intimated from Anna Day, Emma Donaldson, Nadia El-Nakla, Charlie Malone and Nasreen Mohammed.

Moira METHVEN, Chairperson, in the Chair.

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.

(i) L&CD Board Changes – Elected Member Representation

Following a Statutory Meeting of Dundee City Council held on 23 May, confirmation of L&CD Board Elected Member representation was noted as follows:

- Bailie Will Dawson – remaining on Board.
- Councillor Charlie Malone – remaining on Board.
- Bailie Christina Roberts – standing down with effect from 23 May – a vote of thanks was extended to Bailie Roberts and it was agreed that the Managing Director confirm this in writing also on behalf of the Board.
- Councillor Nadia El-Nakla – joining the Board with effect from 23 May – the Managing Director and Chair were to meet Councillor El-Nakla separately to give an overview of the Board.

II NATIONAL LITERACY TRUST – PRESENTATION

Jenni Leigh, Dundee Hub Manager at National Literacy Trust and Elaine Hallyburton, Service Manager, Children's Library and Information Services, gave a presentation to the Board on the ongoing work within Dundee to improve literacy levels.

The Literacy Trust aimed to identify where the biggest unmet literacy needs are and work to plug those gaps, adding value to what was already being done within the community. In her role as Hub Manager, Jenni is using a family-focused approach and working in areas of greatest need, facilitating access to current provision and creating new programmes where there was unmet need.

An Operational Group has been established with representatives from Children and Families Services, NHS and local charities to help promote the work of the group, assist with strategic planning and undertake essential fundraising activities.

Currently, Jenni was engaging with local schools within the Strathmartine, Lochee, Coldside and East End wards, delivering Chase Rewarding funding to the school libraries and was also working with Elaine Hallyburton to promote Young Readers programme and Early Words Together.

Elaine Hallyburton then gave a brief overview on ongoing activities within L&CD Library and Information Services which helped promote whole family literacy, noting that the existing ethos of partnership working would assist in achieving this. The School Library Service had also recommenced and was engaging with teachers to identify need.

Thereafter, the Board was given an opportunity to seek clarification on issues raised and the following points were highlighted:

- A formal launch of the Dundee Hub was planned and it was envisaged that a local figure would assist with this.
- Links had already been made with Northwood Trust and Beano Studios, and a suggestion was made that Dundee Science Centre be approached for their support.
- Strategic conversations would be held with Dundee City Council to help promote and achieve the goals of the Hub.
- It was recognised that a stigma still surrounds literacy issues and measures would also be taken to address this.

Board members interested in joining the Operational Group should contact Judy.

The Chair then thanked Jenni and Elaine for their interesting and informative presentation.

III **MINUTES**

(i) Minute of Meeting held on 30th March, 2022

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

IV **MATTERS ARISING**

(i) Chairs of Committees – Meetings – Update

All Chairs are now confirmed and these meetings will be progressed.

ACTION: Judy Dobbie

(ii) Trustee for Young People

Work is ongoing to identify the best way forward in ensuring a mechanism for engagement with young people.

ACTION: Judy Dobbie/Anna Day

(iii) Health & Safety and Property

It was noted that as Bailie Dawson was continuing in his role as a DCC representative on the Board, he would continue as Chair of the Health & Safety and Property Committee.

It was agreed that, as with the other Committees, the remit of the Health & Safety and Property Committee would be reviewed

ACTION: Will Dawson.

(iv) Meeting with Chief Executive

It was agreed that the Chair and Managing Director will establish regular update meetings with DCC Chief Executive.

ACTION: Judy Dobbie/Moira Methven

(v) Dundee Festival Trust

It had previously been intimated that there were two Trustee vacancies which would require to be filled for the Trust to operate going forward. Anna Day had registered an interest in taking up this role. There were outstanding funding applications requiring urgent consideration, which would be dealt with as soon as possible thereafter.

V STRATEGIC PLANNING**(i) Strategic Planning and Priorities**

A copy of the draft document Leisure & Culture Dundee Strategic Plan 2022-2025 was submitted as background by the Managing Director. This Plan highlighted the Charitable Purposes of the Board and the mission and vision statements, which were based on the outcomes of the Board Strategic Planning sessions and the SWOT analysis, and engagement with senior staff.

Discussion focused in particular on the mission statement, partnership working and benchmarking. The Board agreed that this was a good starting position and that a further draft be brought to the Board at its next meeting. It was agreed that Colin McLeod would liaise with the SMT in this regard.

ACTION: Judy Dobbie/Colin McLeod

(ii) Confidential – Interim Staffing Arrangements

The Managing Director reported that staff within all service areas were continuing to work well to promote the ethos of Leisure & Culture Dundee, however in particular those working without Heads of Service had stepped up to ensure the smooth running of services.

Going forward, staff were being ask to note an interest in closer working with the Senior Management Team on a temporary basis, and it was envisaged that a few key staff could share their expertise in operational and business development models.

ACTION: Judy Dobbie

VI CAPITAL PROJECTS

A report detailing current, deferred and outstanding capital projects was submitted by the Managing Director. Following discussion, it was agreed that this would be revisited with links made to strategic priorities for the organisation, highlighting social purpose, income generation and potential for partnership working.

The Board noted that, for any projects to be considered, there required to be a robust business plan in place in the first instance. Furthermore, due to the current economic climate, it was unlikely that any new build project would commence in the near future.

In terms of identified, on-going or deferred (pre-dating Covid-19) major property maintenance/repair priorities, it was agreed these should be progressed as a matter of priority with DCC, particularly given the potential impact on service provision and accreditation.

In addition, proposals for the funding allocated by DCC to L&CD as part of the move from Shore Terrace were noted and would be progressed separately in consultation with staff.

ACTION – Will Dawson/Judy Dobbie/Paul Henehan

FINANCE, PERFORMANCE AND BUSINESS DEVELOPMENT

(i) Remit, Membership and Meeting Cycle – Finalised Version for Approval

A copy of the of the Finance, Performance and Business Development Committee was submitted by the Managing Director. This was noted by the Board.

(ii) Annual Accounts - 2021/2022

A brief update was given by the Head of Support Services. It was noted that financial performance for this period had exceeded expectations. There would be discussion with DCC as to how to treat the excess funding.

VIII HR AND EQUALITIES

(i) Appointment of Chair of HR And Equalities Committee

It was reported that George Laidlaw had been appointed as Chair.

(ii) Unapproved Minute of L&CD HR and Equalities Committee Of 11th May, 2022

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

IX HEALTH & SAFETY AND PROPERTY

(i) L&CD Health & Safety and Property Committee – Remit Membership and Meeting Cycle

It was noted that a meeting of the Committee was to take place on 9th June 2022 to consider these items.

(ii) Olympia Update

The Managing Director confirmed that date of full closure of this facility was still to be confirmed.

ACTION: Judy Dobbie

X AUDIT RISK AND COMPLIANCE COMMITTEE

(i) Remit of Short-Term Governance Working Group

The remit of the group was submitted by the Managing Director detailing its purpose and functions.

The Board noted the content of this document.

(ii) Approved Minute of Short-term Governance Working Group – 30th March 2022

The above approved minute was submitted for information and record purposes

(iii) Action Plan Arising from Audit of L&CD Governance 2021

This item would be submitted at the next Board meeting.

XI FUTURE MEETINGS

(i) Date of Next Meeting

Wednesday, 27 July 2022 at 2.00 pm – venue to be confirmed

(ii) Remaining Dates for 2022

Wednesday, 28 September 2022 at 12.00 noon – venue to be confirmed (NB early start)

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