

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held remotely and in Meeting Room, Central Library, Dundee, on 26th July, 2023.

Present: -

Moira METHVEN
Sue MOODY
Stuart CROSS

Judy DOBBIE
Will DAWSON
Lynne SHORT

Anna DAY
Emma DONALDSON
Nasreen MOHAMMED

In attendance:

Paul HENEHAN, Head of Corporate Services.

Apologies for absence had been intimated from Cllr Malone, Robert Emmott, George Laidlaw and Colin McLeod.

Moira METHVEN, Chairperson, in the Chair.

I WELCOME/DECLARATIONS OF INTEREST AND APOLOGIES

The Chair welcomed those present to the meeting.

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

Apologies were noted as above.

II PREVIOUS MINUTE

(i) Unapproved minute of Leisure & Culture Dundee Board held on 7th June 2023.

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

III MATTERS ARISING

(i) L&CD Website and Branding

The Managing Director tabled a detailed action plan outlining key actions to be taken forward. The Board were advised there had been a shift in approach with changes to the website implemented in the first instance followed by the rebranding.

The working group will be meeting shortly and a further updated action plan would be brought to the September meeting.

ACTION: Judy Dobbie/Paul Henehan

(ii) East End Community Campus/365 Schools

The Managing Director reported that there had been a positive meeting with all parties which had also raised questions to be resolved. A further meeting is to be held with staff at Douglas Sports Centre in August to enable staff at the venue to share concerns. A similar meeting would be held for library staff.

A visit to St Paul's had taken place, giving the opportunity for Trustees to see the location of the library and meet teaching staff. This had been productive with shared views of the challenges and opportunities brought by the proposed relocation of Douglas Library. A note of the meeting had been circulated to Trustees and it had been agreed that issue of access was still an outstanding concern.

ACTION: Judy Dobbie

IV LEISURE & CULTURE DUNDEE STRATEGIC PLAN – UPDATE

There was submitted Report L&CD 07-2023 which provided the Board with an update on progress made towards the implementation of the Leisure & Culture 2023-2028 Strategic Plan, and the further actions required.

Following discussion the recommendations of the report were agreed.

ACTION: Judy Dobbie

V FINANCE, PERFORMANCE AND BUSINESS DEVELOPMENT

(i) Financial Overview and Outlook Presentation

The Head of Corporate Services spoke to a presentation to the Board which outlined the additional financial assistance received from Dundee City Council relating to the impact of Covid, highlighting the level of funding which had not been required, and providing an analysis of budget implications going forward.

(ii) L&CD Budget

The Board considered the letter dated 6th July, 2023 received from the Chief Executive of Dundee City Council. A meeting has been convened with the Chief Executive for 18th August which will be attended by the Chair, Managing Director and Head of Corporate Services. The Chief Executive will be attending the next meeting of the Board to be held on 27th September, 2023, which will provide an opportunity for discussion.

(iii) Golf/Caird Park Greenkeeping Contract

The Head of Corporate Services gave a verbal update advising that he had spoken to the Executive Director of Corporate Services at Dundee City Council regarding the progressing of a one-year extension through procurement and will ask for an update.

ACTION: Paul Henehan

VI HR & EQUALITIES

(i) Unapproved Minute of HR Equalities Committee Meeting of 18th July, 2023

The above minute was submitted and noted. The Managing Director highlighted the excellent relationship with volunteers across the organisation.

VII HEALTH & SAFETY AND PROPERTY

(i) Unapproved Minute of L&CD Health & Safety and Property Committee Meeting 22nd June, 2023

The above minute was submitted and noted. The Chair requested that Item 5 be amended to provide an explanation of 'Martyn's Law' as 'Terrorism (Protection of Premises)'.

It was noted there had been progress in a number of areas and some outstanding areas were still to be addressed.

ACTION: Paul Henehan

(ii) Capital Projects

The Head of Corporate Services gave a verbal update -

- (a) Lochee Barriers - There have been discussions with City Development and capital funding is available in the current financial year. A quote will be brought to the Board for approval.
- (b) I-slide Flumes at Olympia – Cost for new attractions is pending approval.

VIII AUDIT, RISK AND COMPLIANCE COMMITTEE

- (i) Unapproved Minute of L&CD Audit, Risk and Compliance Committee Meeting 5th June, 2023

The above minute was submitted and approved as an accurate record.

- (ii) Remit of L&CD Audit, Risk and Compliance Committee

The remit was submitted and approved by the Board.

- (iii) L&CD Risk Register

There was submitted the Risk Management Policy and Business Risk Assessment. Stuart Cross spoke to the report. It was agreed that the Board should be involved in the scoring process.

- (iv) Risk Strategy and Policy

This was discussed under item VIII(iii) above.

ACTION: Moira/Stuart/Paul

IX AOCB

- (i) Camperdown Wildlife Centre – Update and Feedback on Site Visit

A visit by the Chair, Managing Director, Cllr Dawson, Head of Corporate Services and Service Manager Active City had taken place. The Chair gave a verbal update.

- (ii) Cultural Services Acquisitions Report 2022-2023

The Board noted Report L&CD 6-2023 which provided details of the acquisitions (donations and purchases) in 2022/2023. This was welcomed and it was further agreed that the contents should be made publicly available. The Board asked that positive feedback be conveyed to Cultural Services staff.

ACTION: Judy Dobbie

Moira METHVEN, Chair.