

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held at Dundee on 31st March, 2021
(Amended as per minute of L&CD Board meeting held on 26 May 2021)

Present: -

Sinclair AITKEN
George LAIDLAW
Stuart CROSS
Michael MARRA
Ian MATHERS

Moira METHVEN
Judy DOBBIE
Will DAWSON

Robert EMMOTT

Anna DAY
Sue MOODY
Joanne SCOBIE

In attendance: -

Paul HENEHAN, Service Manager, Support Services
Graham WARK, Head of Sports and Leisure
Billy GARTLEY, Head of Cultural Services
Jayne GAIR, Head of Libraries and Information Services

Apologies for absence had been intimated from Christina ROBERTS and Nasreen MOHAMMED.

Sinclair AITKEN, Chairperson, in the Chair.

I WELCOME/DECLARATIONS OF INTEREST AND APOLOGIES

The Chair welcomed those present to the meeting. It was reported that OSCR had requested that organisations such as Leisure & Culture Dundee ensure that all constitutions be amended to allow in person/virtual meetings to be held. The constitution would be amended accordingly and would be submitted to a future meeting for ratification.

The Board agreed with the proposal, noting that OSCR would be notified of this change within three months.

Robert Emmott was also welcomed to the meeting, with the Board noting that Robert would take over the role of Trustee formerly held by Greg Colgan.

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

Stuart Cross as a Board Member of OSCR.

II MINUTES

(i) MINUTE OF MEETING HELD ON 25TH JANUARY, 2021

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

III MATTERS ARISING

(i) DCC C2022 – COMMUNITY HUBS UPDATE

It was noted that the Sub Group had met, with challenges identified receiving a full discussion by members. Further to this, a meeting had been held with the relevant officers from Dundee City Council and key issues of concern raised. Steps had been taken to address these issues and a report was being prepared which outlined strategic and operational concerns including the governance model, charging policies and the established programme of activities.

Assurances were given to the Board that the consultation process was still ongoing, and that whilst it was recognised that the challenges faced were fundamental in the delivery of equitable services, there was appetite for all involved to work through these to create a position which would be acceptable for all.

A concern was raised that within officer group meetings there were discrepancies/omissions in meeting minutes resulting in allegations of bullying of L&CD officers involved. It was noted that this had been raised with the Lead Officer from Dundee City Council.

(ii) LYNCH CENTRE

The Board noted that a commencement date was still to be finalised between Dundee City Council and the new Lessee, which would identify the termination date for L&CD.

IV FINANCE AND BUSINESS DEVELOPMENT

(i) COPY OF FINANCE COMMITTEE CONFIDENTIAL REPORT L&CD 7-2021 – NO FEBRUARY MEETING

The above-mentioned report was submitted and its content noted by the Board.

(ii) UNAPPROVED MINUTE OF FINANCE COMMITTEE OF 24TH MARCH, 2021

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

It was noted that the Auditors were now satisfied with the Letter of Comfort provided by Dundee City Council, that the Annual Report and Accounts were being prepared and would be available at the next Finance Committee.

It was noted that findings from an Audit Inspection were still under discussion but that this would be shared with the Board as soon as it was available.

The Board would also be updated regarding proposals for Dundee Ice Arena.

(iii) CONFIDENTIAL L&CD UPDATED FINANCIAL POSITION – FINANCIAL YEAR 2020/2021

There was submitted Report No L&CD 09-2021 by the Head of Support Services with details of the financial position as a result of the COVID-19 pandemic in the current financial year.

The Head of Support Services briefly outlined the content of report to members, after which the Board was given an opportunity to discuss and comment on its content.

(iv) CONFIDENTIAL L&CD REVENUE BUDGET 2021/22 SAVINGS OPTIONS

There was submitted Report No L&CD 14-2021 by the Head of Support Services seeking approval from the Board to progress some or all of the identified Voluntary Early Retirements/Voluntary Redundancy applications as savings options as part of the revenue budget setting process.

The Head of Support Services briefly outlined the content of report to members, after which the Board was given an opportunity to discuss and comment on its content.

Thereafter, the Board agreed to approve the progression of the identified Voluntary Early Retirements/ Voluntary Redundancy applications as recommended by the HR and Equalities Committee and discussed at the Finance Committee.

V HR AND EQUALITIES

(i) UNAPPROVED MINUTE OF L&CD HR AND EQUALITIES COMMITTEE OF 17TH MARCH, 2021

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

VI HEALTH & SAFETY AND PROPERTY

(i) UNAPPROVED MINUTE OF HEALTH & SAFETY AND PROPERTY COMMITTEE HELD ON 11TH FEBRUARY, 2021

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

The Board also asked that thanks be extended to all staff who were volunteering in the Caird Hall Vaccination Centre, for helping to ensure that the experience of those attending was positive.

Confirmation had also been received that Harris and St Paul's pools would be available for public use during any Olympia closure period.

(ii) CONFIDENTIAL ITEM – OLYMPIA CAFÉ LEASE

The Board agreed the recommendations accordingly.

(iii) CAMPERDOWN GOLF COURSE LEASE

It was reported that the renunciation documentation had been signed and was with the Board's solicitors for progression.

(iv) LYNCH CENTRE LEASE

It was reported that the renunciation documentation had been signed and was with Dundee City Council for progression.

VII RECOVERY AND REOPENING PLAN

The Managing Director gave a brief update to the Board on the schedule of reopening and it was noted that work was ongoing with Dundee City Council to ensure that services were coordinated as restrictions were lifted. It was likely that services available would be similar to those prior to January 2021, and that a gradual and phased approach would be used.

VIII UNESCO CITY OF DESIGN/ V&A DUNDEE

There was submitted Confidential Report L&CD12-2021 by the Managing Director presenting to the Board a proposal for a Partnership between UNESCO City of Design Dundee and V&A Dundee, and seeking approval for same.

The Board agreed to note the proposal, which would result in the UNESCO designation and staff team being hosted by V&A Dundee on behalf of the Dundee Partnership and the city, and agreed the proposed collaboration agreement for an initial one year with a view to the UNESCO team seconding into V&A Dundee from 1st June, 2021.

IX MARKETING SHORTLIFE WORKING GROUP - UPDATE

There was submitted Report No L&CD15-2021 by the Managing Director informing the Board of the recommendations from the Leisure & Culture Dundee Marketing Short Life Working Group.

The Group Chair spoke briefly to the report noting that it was important for the Board to build on the ideas generated within the group to enable to growth of Leisure and Culture Dundee.

The Board agreed to note the content of the report, in particular agreeing in principle the recommendations contained in Appendix A to the report, and further noting that some identified actions would be progressed at a later date.

X COMPLAINTS HANDLING – UPDATED PROCEDURES

There was submitted Report No L&CD 13-2021 informing the Board of changes to the current Complaints Handling Procedures and seeking approval for the adoption of the updated document as detailed at Appendix 1 to the Report.

The Board agreed to note the content of the report in respect of the requirement to update the Leisure & Culture Dundee Complaints Handling Procedures and agreed to the adoption of the Complaints Handling Procedures and associated suite of documents from April 1st

XI AOCB

The Chair outlined proposals for the next AGM and it was noted that Sue Moody was to be proposed to fill the vacancy on the Board. The Chair also noted that he would be stepping down from his position as Chair and that a recruitment programme for this vacancy would commence shortly.

XII DATE OF NEXT MEETING

(i) DATE OF NEXT BOARD MEETING AND AGM

Wednesday, 2nd June, 2021.

Sinclair AITKEN, Chair