



Dumfries and Galloway Cultural Partnership

Note of Meeting

Wednesday 5 February at 3pm – 4.30pm via Teams

Present:

Dumfries and Galloway Cultural Partnership Chair: Katharine Wheeler

Dumfries and Galloway Council (DGC): Melanie Farrow

DG Unlimited (DGU): Tabi Mudaliar

Dumfries and Galloway Museums and Heritage Network (DGMHN): Judith Hewitt

South of Scotland Enterprise (SOSE): Mark Geddes

In attendance: Caitlin Wallace (secretariat)

***Discussion around support staff roles and commissions has been redacted as recruitment process is currently underway (as at 21 February 2025)**

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| 1. Welcome and Apologies | |
| AGREED the Note of Meeting on 8 January 2025 as a correct record. | |
| 2. Coordinator and Administrator | |
| [Redacted content] | |



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| <div style="background-color: black; width: 100%; height: 100%;"></div> | <p>MF</p> |
| <p><u>2.4 Systems</u></p> | <p>MF</p> |
| <p>NOTED Partnership reviewed options presented in spreadsheet: AGREED Teams best route as it is a platform all partners are familiar with, and all organisations are able to access this. ACTION: CW and KW to put forward suggestion based on best cost package based on price and reliability.</p> | <p>CW</p> |
| <p><u>2.5 Staff Handbook and Complaints Procedure</u></p> | <p>CW/KW</p> |
| <p>NOTED Partnership offered feedback on handbook/complaints:</p> <ul style="list-style-type: none"> - Should not use term “staff”, as these are independent commissions / contractors. - Handbook to serve as a reference for all involved in Partnership - To include Standing Orders - Conflict resolution process referenced in Standing Orders – check standing order to align with this agreed process - Partnership should not deal with complaints in regards to contractors <p>AGREED to review wording in all Partnership related documentation to align with legal and HR advice once received.</p> <p>NOTED further scope for Partnership to develop new elements/governance documents if needed.</p> | <p>CW</p> |
| <p>ACTION: CW to bring drafts incorporating feedback to March meeting.</p> | <p>CW</p> |
| <p><u>2.6 Update on Review Process</u></p> | |
| <p>NOTED discussion interlinked with above.</p> | |



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| <p>AGREED Update to language used to reflect discussed above and to include “Contract Management” as an interim replacement for HR review.</p> <p>AGREED KW, TM, MG and MF to form working group to review and update handbook, review process and complaints process for March meeting.</p> | |
| <p>3. Communications Strategy</p> | |
| <p>[REDACTED]</p> | |
| <p>4. Cultural Partnership Work Programme</p> | |
| <p><u>4.1 April Event</u></p> <p>NOTED proposal by DGU that CW (as interim Coordinator), supported by KW, take on coordination of event on behalf of Partnership.</p> <p>AGREED:</p> <ul style="list-style-type: none"> - CW/KW to begin developing programme for event - Working group to be set up to act as a “soundboard” for decisions made surrounding event consisting of KW, CW, MG and JH - Film Commission on RCF to be shared at event if available - Finalised programme to be shared at March meeting - To use DG Unlimited Talent Pool to score talent for any proposed commissions <p>AGREED CW contract due to end on 31 March 2025 and to commission a producer to hand over event planning to.</p> <p>ACTION: KW to link in with JH around engagement with heritage sector in lead up to event.</p> | |



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| <p><u>4.2 Thematic Group set up</u></p> <p>NOTED proposal shared by KW to contact organisations/individuals working in areas related to themes to act as interim chairs for groups to lead discussions at April event.</p> <p>AGREED members of Partnership will not regularly attend Thematic Groups, unless requested to or they play a particular role. The individual may, however, wish to join a Thematic Group due to their work with a different organisation / responsibility, this should be agreed within CP meetings.</p> <p>NOTED suggestion to do road show type style engagement in lead up to April event in key venues around region. Due to capacity issues, these would be likely unstaffed tables.</p> <p>AGREED need as many touch points as possible to engage with sector around event. Partnership to work together to share message on as many channels as possible and to share details through word of mouth.</p> | |
| <p>5. Partnership Budget</p> | |
| <p><u>5.1 Budget Overview</u></p> <p>NOTED</p> <ul style="list-style-type: none"> - DGC confirmed finance team have ringfenced the budget. - Confirmation needed from Creative Scotland to carry over remaining monies - Potential to receive underspend from Shared Prosperity Fund for Regional Cultural Fund 2024/2025. DGC looking at how this could be best utilised in timeframe – MF to confirm - Submission to Shared Prosperity Fund to continue Regional Cultural Fund into 2025/2026 – will update on outcome at March meeting | <p>MF</p> <p>MF</p> |
| <p>6. AOB</p> | |
| <p><u>Public Minutes</u></p> <p>NOTED Framework states that minutes of DGCP meetings will be available to public.</p> <p>AGREED Partnership will review and agree minutes prior to release to public.</p> <p>AGREED DGC Cultural Strategy page to temporarily store public minutes until Partnership’s own site is set up.</p> <p><u>RCF Film Commission</u></p> <p>NOTED</p> <ul style="list-style-type: none"> - progress to date. | |



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| <ul style="list-style-type: none"> - DGC Culture Champion to be interviewed to feature in film. - Looking at commissioning a photographer to capture elements not able to be caught during filming process. | |
| <p><u>Record of Meeting Taking Place</u></p> <p>NOTED KW shared proposal to deliver a Chair’s Activity report at each DGCP meeting.</p> <p>NOTED importance of all partners keeping a record of meetings/conversations taking place to be able to share key updates at meetings.</p> <p>AGREED Chair Activity report to be a standing agenda item. Chair to give brief report sharing key points and open the floor to partners for their input on any key headlines relevant to the Partnership from their organisations.</p> | |
| <p>7. Date of Next Meeting – Wednesday 19 March at 3pm</p> | |
| <p>AGREED proposed change to meeting date.</p> | |