

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held at Dundee on 1st April, 2015.

Present:-

Sinclair AITKEN
Alice BOVILL
Bob DUNCAN

Brian GORDON
Stewart HUNTER
Richard McCREADY
Laura MASON

Ian MATHERS
Stewart MURDOCH
Alan RAE

In attendance:-

Judy DOBBIE, Head of Library and Information Services
Caroline FINDLAY, Head of Support Services
Billy GARTLEY, Head of Cultural Services
Paul HENEHAN, Finance and Business Development Team Leader
Graham WARK, Head of Leisure & Sport

Apologies for absence:-

Gillian EASSON, Craig SIMPSON and Marjory STEWART

Bob DUNCAN, Chair, in the Chair.

PRE-BOARD SESSION

Leanne Roberts, Events Co-ordinator gave a short presentation outlining her role in the organisation, key priorities and progress to date.

BOARD MEETING

I WELCOME/DECLARATIONS OF INTEREST/APOLOGIES

The Chair welcomed those present to the meeting and apologies for absence were noted.

Standing Declarations of Interest - Stewart Murdoch, employee of Dundee City Council.

II MINUTE OF BOARD MEETING HELD ON 4TH FEBRUARY, 2015

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

III MATTERS ARISING

(a) PROPERTY UPDATE – CAPITAL PROJECTS

There was submitted, and noted, a report updating trustees on the capital projects programme for 2014/2015 and 2015/2016. On a reference to the Lynch Centre it was noted information regarding roof related closures would be collated for trustees. The Board further noted that the Managing Director was to meet with senior Council officials to seek a resolution to service delivery issues.

Thereafter the Board was advised that notification of further delay to commencement of the Wellgate redevelopment project had been received. This would not impact on current Library operations but would require deferred maintenance projects be undertaken.

(b) DUNDEE CULTURAL STRATEGY, UNESCO CITY OF DESIGN, AND PLACE PARTNERSHIP UPDATE

The Board noted that all formal contracts had been completed, and matters were progressing accordingly.

IV GAEIC LANGUAGE STRATEGY

There was submitted Report L&DC06-2015 by the Managing Director seeking approval for input from Leisure and Culture Dundee into Dundee City Council's draft Gaelic Language Plan.

The Board agreed the actions relative to Leisure & Culture Dundee in the Plan, a copy of which was appended to the report.

V POLICY ON THE RECRUITMENT OF EX-OFFENDERS

The Board approved the above policy.

VI POLICY ON THE SECURE HANDLING, USE, STORAGE, RETENTION AND DESTRUCTION OF DISCLOSURE INFORMATION

The Board approved the above Policy.

VII ITEM WITHDRAWN

VIII MANAGEMENT TEAM REPORT – APRIL, 2015

There was submitted and noted Report L&CD04-2015 by the Managing Director providing an overview of progress with strategic priorities and emerging issues.

The Board noted the contents of the report.

IX TRANSFER REQUEST OF FACILITIES FROM DUNDEE CITY COUNCIL

There was submitted Report L&CD05-2015 by the Managing Director asking the Board to consider a request from Dundee City Council (DCC) to include school swimming pools and sports facilities within the sports facilities managed under the Services Agreement as well as the Box Office, Shore Terrace rooms, Lower Caird Hall, and Committee Rooms to be managed by Leisure & Culture Dundee.

The Board:

- (i) agreed to the transfer of Dundee City Box Office from DCC to L&CD;
- (ii) agreed to the transfer of Shore Terrace rooms from DCC to L&CD for the purpose of L&CD Headquarters;
- (iii) agreed to manage and operate the suite of rooms in the Lower Caird Hall and the DCC Committee Rooms;
- (iv) agreed to managing DCC school swimming pools and sports facilities as part of the Service Agreement within the general terms set out in the report;
- (v) authorised Leisure and Culture Dundee's (L&CD) Senior Management Team to instruct Blackadders to complete detailed negotiations and a lease agreement with DCC regarding the transfer of the facilities; and
- (vi) agreed to the request to include the synthetic pitch at St Paul's Academy within the existing arrangements.

The Board also noted that DCC would cover the legal, interim management, essential repairs and signage costs associated with transferring the facilities.

X HEALTH AND SAFETY MANAGEMENT GROUP

The unapproved minute of the meeting of the Health and Safety Management Group of 4th March, 2015 was submitted for information.

The Board noted that issues arising therefrom would be raised with the Chief Executive of Dundee City Council.

XI FINANCE AND BUSINESS DEVELOPMENT

(a) FINANCE COMMITTEE MINUTES

25th February, 2015
25th March, 2015 (Unapproved)

The above minutes were submitted for information and record purposes.

XII UPDATE REPORTS

(a) CULTURAL SERVICES STAKEHOLDER GROUP

Billy Gartley reported that the formal launch of McManus 168 would take place on 15th May during the Festival of Museums; initial focus of the group would be on the 150th Anniversary Celebrations. Work had commenced on scoping a music development strategy for the city as part of L&CD's involvement in Dundee's Cultural Strategy 2015-2015. Procurement of the new Collections Management System was progressing and a preferred bidder would be selected shortly.

(b) LEISURE AND SPORTS SERVICES STAKEHOLDER GROUP

Alan Rae reported on recent successful events including the Annual Sports Awards, the Rotary Swimathon and Wildlights. Visitor numbers remained robust and had reached the 1million milestone. Work continued on development of a golf strategy. The group were looking ahead to the challenges of an increasing portfolio of facilities with the management of the additional school facilities, and the proposed Regional Performance Centre.

(c) MARKETING AND PUBLICITY STAKEHOLDER GROUP

It was reported all lead trustees had attended the recent stakeholder meeting.

(d) COMMUNITY ENGAGEMENT

Alice Bovill advised the presentation for LCPP's and community groups was being finalised for roll out from May. Lapsed library users were to be contacted for feedback. Strathmartine had been selected to participate in the two year Mindset Project and an L&CD officer seconded as project co-ordinator.

(e) LIBRARY AND INFORMATION SERVICES STAKEHOLDER GROUP

Laura Mason reported that recruitment for vacant posts was underway and the Management Team had been engaging with Central Library staff regarding the library and redevelopment of the Wellgate. Funding of £10,000 had been awarded by the Scottish Library and Information Council for a dementia project and progress was being made on the MAKlab project. A range of outside bodies continued to visit Dundee to see successful projects, especially in relation to welfare reform. The WWI Children's Book Prize had been very successful and had engaged school pupils from across the city.

