

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held at Dundee on 26th March, 2014.

Present:-

Sinclair AITKEN
Alvie BOVILL
Bob DUNCAN
Brian GORDON

STEWART HUNTER
Iain LUKE
Laura MASON
Ian MATHERS

Richard McCREADY
Stewart MURDOCH
Alan RAE
Marjory STEWART

In attendance:-

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

Bob DUNCAN, Chairperson, in the Chair

I WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST

The Chair welcomed those present to the meeting.

Standing Declarations of Interest – Stewart Murdoch and Marjory Stewart, employees, Dundee City Council.

II MINUTE OF BOARD MEETING HELD ON WEDNESDAY, 5TH FEBRUARY, 2014

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

III MATTERS ARISING

(a) IT SUPPORT FOR TRUSTEES

On a reference to Article IIIa of the minute of meeting of 5th February, 2014 Stewart Murdoch reported IT had advised that trustees could be supplied with portable devices for email usage and information storage. An information protocol would be developed prior to issue of devices. Leisure & Culture Dundee would progress purchase for all Trustees.

(b) WELLGATE CENTRE DEVELOPMENT

Judy Dobbie advised that works were unlikely to commence until the end of the year. Proposed changes to the original specifications would be the subject of robust discussions.

Bob Duncan reported that, at a recent meeting of the COSLA Sports, Arts and Culture Working Group, members of the Group had commended the Libraries section for their work in Dundee.

IV HEALTH AND SAFETY MANAGEMENT GROUP

The unapproved minute of the meeting of the Health & Safety Management Group held on 13th March, 2014 was submitted and the contents noted.

V FINANCE AND BUSINESS DEVELOPMENT

(a) FINANCE COMMITTEE MINUTE – 26TH FEBRUARY, 2014

The above minute was submitted for information and record purposes.

(b) FINANCE COMMITTEE – 26TH MARCH, 2014

Trustees were provided with a verbal update of the items considered at the March Finance Committee which had been held immediately prior to this Board meeting.

VI FREEDOM OF INFORMATION: CHANGES TO LEGISLATION

It was reported that, from 1st April, 2014, the current practice of responding to requests via Dundee City Council's Freedom of Information Officer would cease and FOI requests relating to Leisure & Culture Dundee would be responded to directly.

A Model Publication Scheme and a Guide to Information would be available on the Leisure & Culture Dundee website from 1st April, 2014.

VII CAMPERDOWN WILDLIFE CENTRE – CLIMATE CHANGE AND ENDANGERED TREES PROJECT

There was submitted Report No L&CD11-2014 by the Head of Leisure & Sports informing the Board of a new initiative to promote Leisure & Culture Dundee's role as a Climate Change Champion and seek approval for the Camperdown Climate Change Centre (4C's) initiative.

The Board agreed the "4C's" initiative.

VIII STAKEHOLDER GROUPS - UPDATES

(a) LIBRARY AND INFORMATION SERVICES

Iain Luke summarised the topics discussed at the Stakeholder Group meeting held on 6th March including CCTV upgrade, Heritage Lottery Funding applications, capital projects at Blackness, Whitfield, Arthurstone and Broughty Ferry Libraries, partnership proposals (MakLab) and the successful engagement event held in Lochee Library.

(b) CULTURAL SERVICES

Billy Gartley updated trustees on the new working arrangements for the Mills Observatory, roofing works at The McManus and reconstitution of the Friends of the McManus.

(c) LEISURE AND SPORTS

Alan Rae gave a positive report on developments in Leisure and Sport. Attendances across all facilities were encouraging and could potentially reach 1 million for the year 2013/2014. Additional income streams had been identified at Olympia and the Wildlife Centre and the new Starters Box at Caird Park was due to become operational. Dundee Ice Arena would come under the management of Leisure & Culture Dundee from 1st April and a free leisure bus would be introduced linking the Ice Arena, Wildlife Centre and Olympia.

The 2013 Sports Awards, sponsored by Protecting People in Dundee, had taken place in the Caird Hall and on 26th February and feedback had been extremely positive. The Board agreed to formally record their appreciation of the work undertaken by those involved in the organisation of the ceremony for a very successful event.

(d) INFORMATION TECHNOLOGY

Ian Mathers advised that an Action Plan was being developed. Key elements included improving the customer experience, marketing strategy, enhanced website and improved wi-fi provision.

(e) PROPERTY

Sinclair Aitken advised that a more structured approach to project development was to be adopted. The Head of Support Services would attend regular meetings with Dundee City Council's Head of Property and nominated building managers would liaise with Dundee City Council property managers over day-to-day issues. Major issues, with the potential to adversely affect performance/income streams would be reported to the Board.

(f) MARKETING AND DESIGN

Reference was made to Article IV of the minute of meeting of the Finance Committee of 26th March, 2014; it was reported that integration of the Communication and Marketing Plans into a single document was underway.

(g) VOLUNTEERING, EQUALITIES & HR

On a reference to Article VIII(b) of the minute of meeting of this Board of 4th September, 2013 wherein the Board had approved the Mainstreaming Equality Report 2013/2017, it was reported that an update was in progress.

Dundee Ice Arena staff were to transfer to Leisure & Culture Dundee from 1st April, 2014.

Pension auto enrolment had been implemented from 1st November, 2013.

IX AOCB

(a) VERDANT WORKS/DOUGLASFIELD BOULTON AND WATT ENGINE

On a reference to Article V of the minute of meeting of this Board of 31st July, 2013 wherein the Board approved, in principle, to agree to loan the Douglasfield Boulton and Watt Engine to Dundee Heritage Trust, Iain Luke reported that Dundee Heritage Trust had been awarded £1.8m Heritage Lottery Funding towards restoration of the High Mill in which it was hoped to display the Engine.

Billy Gartley advised that discussions were ongoing with Dundee Industrial Heritage regarding the proposals for loaning and displaying the Engine and funding applications had been made to the Association of Industrial Archaeology, Museum Galleries Scotland, the Pilgrim Trust and Heritage Lottery Fund in respect of the project cost of £100,000.

X DATE OF NEXT MEETING

2.30 p.m. on Wednesday, 4th June, 2014, preceded by informal discussion at 2.00 p.m.

CONFIDENTIAL ITEM**XI MANAGING DIRECTOR'S OVERVIEW**

There was submitted Report No L&CD09-2014 providing the Board with a general overview of progress in the period since the January Board meeting.

The Board noted the content of the report.

Bob DUNCAN, Chairperson.