

At a MEETING of the **LEISURE AND CULTURE DUNDEE BOARD** held at Dundee on 31st July 2013.

Present:-

Sinclair AITKEN
Alice BOVILL
Val DINSMORE

Stewart HUNTER
Iain LUKE
Richard McCREADY

Stewart MURDOCH
Alan RAE
Marjory STEWART

In attendance:

Judy DOBBIE, Head of Information and Library Services
Caroline FINDLAY, Head of Support Services
Fiona SINCLAIR, Cultural Services
Graham WARK, Head of Leisure and Sports
Merrill SMITH, Head of Policy, communities and Policy, Dundee City Council

Apologies for Absence:-

Bob DUNCAN, Brian GORDON and Gary ROBINSON

Sinclair AITKEN, Vice-Chair, in the Chair.

I WELCOME/STANDING DECLARATIONS OF INTEREST

- Stewart Murdoch - employee DCC
- Marjory Stewart - employee DCC
- Val Dinsmore - relative employee of Trust
- Iain Luke - Item V - by virtue of his being a trustee of Dundee Heritage Trust and a member of the Steering Group involved with the Engine.

II NATIONAL PERFORMANCE CENTRE

On a reference to Article IX(c) of the minute of meeting of this Board of 6th February, 2013, when the Board had agreed, in principle, to be involved in the running of the facility if awarded to Dundee, Merrill Smith updated Trustees on progress to date.

The Board noted the detailed plans for the proposed centre and that it was anticipated the decision on the winning application would be made by the end of August.

Merrill was thanked for her input and left the meeting.

III MINUTE OF BOARD MEETING HELD ON 5TH JUNE, 2013

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

IV MATTERS ARISING

(a) CAPITAL PROJECTS UPDATE

Caroline Findlay updated the Board on progress to date relative to ongoing capital projects.

The Board further noted that future updates would be provided by an officer from Dundee City Council's City Development Department.

(b) WELLGATE RE-DEVELOPMENT

It was noted that discussions were underway with the architects appointed by the developer of the Wellgate Centre relative to the library. A presentation had been organised for 8th August for the developers to update the Board on proposals.

The Board welcomed the concept of regeneration of the complex provided that it was achievable without compromising the library.

(c) NEW OLYMPIA - UPDATE

Graham Wark reported 63,000 visitors had attended the new facility in the 4½ weeks since opening. The majority of feedback was extremely positive.

Various operational and equipment issues identified during operations were being addressed.

The Board requested that their appreciation for the dedication and commitment shown by staff pre and post opening of the new facility be passed on.

(d) NOMINATIONS COMMITTEE

Stewart Murdoch updated trustees on the Nominations Committee which will meet on 13th August.

V DOUGLASFIELD BOULTON AND WATT ENGINE

There was submitted Report No L&CD20-2013 by the Head of Cultural Services seeking approval in principle to progress with proposals to loan and display the Douglasfield Boulton and Watt Engine in the High Mill, owned by Dundee Heritage Trust (DHT) and currently the subject of a Heritage Lottery Fund (HLF) Stage 1 Award.

The Board approved, in principle, to agree to loan the Douglasfield Boulton and Watt Engine to DHT with a view to reassembling and redisplaying the engine; said approval was given on DHT's understanding that:

- i no capital funding from L&CD was available for this project;
- ii that L&CD's contribution was wholly dependent on attracting grant funding;
- iii DHT would commit to providing 60% of the costs through a future Stage 2 HLF award; and
- iv any ongoing maintenance costs would not be provided by L&CD.

V COMMUNITY SPORT HUB DEVELOPMENT 2011/2013

There was submitted Report No L&CD19-2013 by the Managing Director updating the Board on progress made in developing the Community Sport Hub initiative in Dundee and seeking to secure on-going commitment from the Board of Leisure & Culture Dundee to develop and work in partnership with the Hubs up to and beyond the end of the funding commitment from **sportscotland** on 31st March 2015.

The Board agreed:

- (i) continued support be provided in the next phase of implementation with particular attention given to the development of strategic relationships which would promote close links between Community Sport Hubs, the City Council and Leisure and Culture Dundee, and which would focus on the sustainability of these new community organisations;
- (ii) a Community Sports Hub Board be established to provide a semi-autonomous governance structure for the member clubs; and ;

- (iii) the report, one approved by the Leisure and Culture Dundee Board, be presented to Dundee City Policy and Resources Committee for their approval.

VII VOLUNTEER POLICY

On a reference to Article X(d) of the minute of meeting of this Board of 5th June, 2013, wherein it was reported that a short term working group had been established to develop a Welcome Pack for volunteers, there was submitted, for information the Leisure and Culture Dundee Volunteer Policy.

VIII HEALTH AND SAFETY MANAGEMENT GROUP REPORT

The unapproved minute of the Health and Safety Management Group meeting of 11th July, 2013 was submitted for information.

IX FINANCE AND BUSINESS DEVELOPMENT

- (a) FINANCE COMMITTEE MINUTES - 26TH JUNE, 2013

The above minute was submitted for information and record purposes.

- (b) FINANCE COMMITTEE - 31ST JULY, 2013

A verbal update was provided on the meeting of the Finance Committee held immediately prior to this Board meeting. It was reported that the Committee had no concerns regarding Finance and performance at this time.

X STAKEHOLDER GROUPS UPDATES

- (a) LEISURE & SPORTS SERVICES

Alan Rae updated the Board on recent meetings, including provisional outturn for 2012/2013 and the 2013/2014 budget.

Concerns were expressed regarding continuing delays to installation of the Caird Park starters box but otherwise all reports were positive.

- (b) LIBRARY & INFORMATION SERVICES

Iain Luke updated the Board on topics discussed at the recent Stakeholders meeting, namely: Wellgate Centre Proposals, Young Stakeholders Group, Blackness Library upgrade, Great War Celebration, City of Culture Bid and the Civic Reception held for staff to mark the UK Library of the Year Award. He also advised that the Universal Reform Open Day had been well attended.

- (c) CULTURAL SERVICES

Alice Bovill reported on the new Box Office (which it was noted had been officially opened by the Vice Chair earlier in the day), upcoming events and the successful stakeholder event held in The McManus.

- (d) VOLUNTEERING, EQUALITIES & HR

Val Dinsmore advised that it was anticipated the Welcome Park would be available for the next meeting. The Volunteer Policy was complete. (Reference Article VIII above).

- (e) IT & PROPERTY

It was agreed this became the first item on future agendas to facilitate the attendance of officers from City Development who would provide updates on property issues.

(f) MARKETING & DESIGN

Caroline Findlay confirmed the Marketing Officer was to develop ideas arising from the University of Dundee presentations.

(g) FUNDRAISING

It was noted that an initial officer meeting had been held to discuss the Group's remit.

XI L&CD PARTNERSHIP ACTIVITY

There was submitted, for information of the Board, details of current partners and partnership activity.

XII CULTURAL SERVICES ACQUISITIONS UPDATE

There was submitted Report No L&CD21-2013 by the Head of Cultural Services updating the Board on acquisitions as laid out in the Service Specification for 2012/13 in terms of both donations and purchases.

The Board:-

- (i) noted the cost of acquisitions to Leisure & Culture Dundee was £6,131.68, of which £5,282.68 was contained within the approved acquisition budget of £10,000 for 2012/13 and £850 was contained within the conservation revenue budget 2012/2013; and
- (ii) noted the £10,000 allocation came from the Acquisition Fund, made up of donations and grants from external sources.

XIII AOCB

No items were raised.

XIV DATE OF NEXT MEETING

Wednesday, 4th September, 2013

- 12.30pm-3pm Informal Open Agenda Lunch Meeting
- 3pm Board Meeting

CONFIDENTIAL ITEMS**XV MANAGING DIRECTOR'S OVERVIEW**

There was submitted Report NO L&CD18-2013, by the Managing Director, providing the Board with a general overview of progress in the period since the June, 2013 Board meeting.

The Board noted the contents of the report.

Sinclair AITKEN, Vice Chair.