

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held at Dundee on 3rd February, 2016.

Present:-

Sinclair AITKEN  
Alice BOVILL  
Bob DUNCAN

Brian GORDON  
Gillian EASSON  
Laura MASON  
Ian MATHERS

Richard McCREADY  
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  
Graham WARK, Head of Leisure & Sport  
Susan MELVILLE, Finance & Performance Support Manager

Apologies for absence:-

Stewart HUNTER and Marjory STEWART.

Bob DUNCAN, Chair, in the Chair.

#### PRE-BOARD SESSION

Prior to commencement of formal business Graham Wark and Susan Melville briefed trustees on proposals for a robust Golf Strategy aimed at enhancing the golf experience within the Leisure & Culture Dundee portfolio. Trustees noted the current position, agreed to the establishment of a short term working Group to progress matters and noted that any formal proposals would be submitted for the consideration of the Board in due course.

#### BOARD MEETING

##### **I WELCOME/DECLARATION OF INTEREST/APOLOGIES**

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

Standing declaration of interest - Stewart Murdoch as an employee of Dundee City Council.

##### **II MINUTE OF BOARD MEETING HELD ON 2ND DECEMBER, 2015**

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

##### **III MATTERS ARISING**

###### **(a) TRUSTEE RECRUITMENT**

Stewart Murdoch updated the Board on progress with the current recruitment exercise.

###### **(b) TRUSTEE FIELD VISITS**

The Board noted the proposed February dates had proved unsuitable and were asked to confirm availability for potential rescheduling to 3rd and 4th May; any requests for inclusion on the itinerary to be forwarded to Stewart Murdoch.

#### **IV FINANCE AND BUSINESS DEVELOPMENT**

##### **(a) FINANCE COMMITTEE**

The Board noted the scheduled January Finance Committee had not taken place.

##### **(b) 2016/2017 BUDGET**

The Board noted the draft budget would be submitted to the Finance Committee for initial consideration once actual savings requirements were confirmed following the Dundee City Council budget meeting on 25th February. Concerns were expressed relative to governance in respect of the budget process and timescales involved. Officers anticipated frontline services would be protected through achievable efficiencies and savings. It was agreed to open the Finance Committee to all trustees with the final budget submitted to the March Board.

#### **V CAMPERDOWN WILDLIFE CENTRE - INSPECTION REPORT**

The Board noted that, following the six-yearly inspection of the Camperdown Wildlife Centre, the Inspection Team had given a clean bill of health to the Centre. They had also made a number of recommendations for areas of improvement and the Leisure and Sport Management Team were preparing an Action Plan to address the recommendations.

The Board further noted that Dundee City Council's Licensing Committee would be asked to renew the Zoo Licence for the Wildlife Centre at their meeting on 4th February, 2016. (*The Licensing Committee renewed the Zoo Licence*).

#### **VI SERVICE TRANSFERS FROM DUNDEE CITY COUNCIL**

##### **(a) PROPOSED TRANSFER OF OUTDOOR LEARNING AND ACTIVE SCHOOLS**

It was reported that, at its meeting held on 11th January, 2016, the Policy and Resources Committee of Dundee City Council had agreed to proceed with staff consultation and requested officers report back to the Policy and Resources Committee with further details regarding the proposal.

The Board noted the staff consultation was underway and that any formal request for transfer would have to be considered by both Dundee City Council and the Leisure & Culture Dundee Board.

##### **(b) LOWER CAIRD HALL**

It was reported discussions were ongoing regarding access to the Hollins Room for weddings and citizen ceremonies.

##### **(c) LEISURE & CULTURE DUNDEE HEADQUARTERS**

The Board noted staff had successfully moved into the new HQ at Shore Terrace.

#### **VII DUNDEE CIVIC TRUST - USE OF IMAGES**

There was submitted Report L&CD02-2016 by the Managing Director briefing the Board on the partnership working between Leisure & Culture Dundee and Dundee Civic Trust and seeking approval for the release of images for Dundee Civic Trust publications.

The Board agreed:-

- (i) an amendment to the charging policy which would enable the Civic trust to be exempted from charges for images;

- (ii) the request to release existing images for which Leisure & Culture Dundee had copyright clearance for use in the City Scene publication produced by Dundee Civic Trust at no cost in recognition of the partnership between Leisure & Culture Dundee and Dundee Civic Trust; and
- (iii) to retail books produced by Dundee Civic Trust - the McManus shop holds stocks of City Scene and retails this on the same basis as Waterstones.

## **VIII DUNDEE EAST COMMUNITY SPORTS HUB**

The Board agreed to submit a letter of support for the proposed development of changing and club room facilities for Dundee East Community Sports Hub at Whitton Park to sportscotland.

## **IX CAIRD HALL AUDIENCE ANALYSIS**

There was submitted Report L&CD03-2016 by the Head of Cultural Services presenting recommendations for the Caird Hall arising from research commissioned to assess satisfaction levels and experiences of Caird Hall customers.

The Board agreed to:-

- (i) continue to put on a wide range of events at the Caird Hall in order to diversify the audience make-up further and therefore reach more audience groups;
- (ii) continue to diary a diverse and popular entertainment programme for the Caird Hall as the audience did want more of the same;
- (iii) actively discuss programming with the other main venues in the City to ensure no major clashes so customers were not forced to choose which venue to attend;
- (iv) Rental Hubs to be actively targeted to grow this sector and Caird Hall staff to produce a plan in consultation with Leisure & Culture Dundee Marketing team;
- (v) Vintage Value new events and funding to be identified to further encourage attendance by this sector, in particular day time. Consider putting on a lunchtime event which includes a performance and lunch. Leisure & Culture Dundee Marketing team to assist with promotion;
- (vi) e-flyers to continue on a regular basis with ticket offers/on-sales and events listings via Dundee City Box Office. The quality of this information would improve once the upgrade to the ticketing system was complete, end of January 2017;
- (vii) all genres of music events were attractive to the majority of customers. Continue to promote all to all using various avenues - brochure, e-flyer, local press, posters, sound media etc. Leisure & Culture Dundee Marketing team to work with Caird Hall staff to develop a Caird Hall social media presence; and
- (viii) follow up consultation to take place with non attendees to Caird Hall now this benchmarking has taken place.

The Board also agreed further discussion regarding the Caird Hall could take place at the next Open Agenda meeting.

## **X McMANUS 150TH ANNIVERSARY 2017**

There was submitted an agenda note updating the Board on preparations for the 150th Anniversary year in 2017. Trustees noted plans to involve the public, with assistance from the McManus 168 group, in the celebrations. Proposals under consideration included:-

- A focus on McIntosh Patrick linking The McManus and his former home in Magdalene Yard Road, celebrating its bicentenary in 2017.
- Creative Learning project with partners engaging young people with comic heritage and the comic industry with a McManus 150 comic and project exhibition.
- Highlighting our national and international loans programme.
- Highlighting key moments in Dundee's and The McManus' history.
- Dundee Ships model display - becoming permanent.
- Learning and engagement programme with schools, families and community groups.
- An invitation to develop links with the other 22 UNESCO Cities of Design.
- Online exhibition/s and greater online access to the collections - linked to new collection management system.
- A major marketing campaign highlighting that The McManus belongs to Dundee and its people - 150 years in 150 objects (working title).
- Projects which raise the profile of the collection beyond Dundee.
- Focus on The McManus architecture with light projections at points during the year.

The Board noted progress with programming and marketing plans for the anniversary year and that requests for funding, if required, would be submitted in due course.

## **XI MANAGEMENT TEAM REPORT - FEBRUARY 2015**

There was submitted Report L&CD01-2016 by the Managing Director.

The Board:-

- (i) noted progress made with implementing agreed developments;
- (ii) noted the strategic issues which the Senior Management Team were addressing;
- (iii) approved the proposal that Leisure & Culture Dundee join the partnership group trying to find a future, viable use for Camperdown House; and
- (iv) commented on the emerging issues referred to in this report with specific reference made to the need to urgently address delays in implementation of the new Library Booking System. *(Implementation commenced week beginning 8th February, 2016 with Kirkton Library and will be rolled out across the network).*

## **XII HEALTH AND SAFETY MANAGEMENT GROUP REPORT**

The unapproved minute of the Health and Safety Management Group was submitted for information.

**XIII            A O C B**

(a)            TRUSTEE HEALTH AND SAFETY TRAINING

Dates of training by QLM to be circulated.

**XIV            DATES OF NEXT MEETINGS**

(a)            FINANCE COMMITTEE

2.00 pm on 2nd March, 2016.

(b)            OPEN AGENDA SESSION AND BOARD MEETING

Wednesday, 30th March, 2016 in the Meeting Room, DCA.

1.00 pm - Buffet Lunch and Open Agenda Session

3.00 pm - Tea and Coffee

3.15 pm - Board Meeting

Bob DUNCAN, Chair.