

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held at Dundee on 3rd June, 2015

Present:-

Sinclair AITKEN
Alice BOVILL
Bob DUNCAN
Gillian EASSON

Brian GORDON
Richard McCREADY
Laura MASON

Ian MATHERS
Stewart MURDOCH
Alan RAE
Marjory STEWART

In attendance:-

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

Apologies for absence:-

Stewart HUNTER, Craig SIMPSON and Caroline FINDLAY

Bob DUNCAN, Chair, in the Chair.

PRE-BOARD SESSION

Laura Mason led an interactive briefing session on the Worldhost customer service accreditation programme. Trustees gained an appreciation of the full training programme and noted the benefits associated with accreditation in terms of positive engagement of employees and enhanced customer service delivery. Trustees further noted that, as more than half of employees had now undergone training, Leisure & Culture Dundee had obtained accreditation status and would display the Worldhost branding at individual venues and in marketing information.

BOARD MEETING

I WELCOME/DECLARATION OF INTEREST/APOLOGIES

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

Standing Declarations of Interest - Stewart Murdoch and Marjory Stewart as employees of Dundee City Council.

II MINUTE OF BOARD MEETING HELD ON 1ST APRIL, 2015

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

III MATTERS ARISING

(a) TRANSFER OF FACILITIES FROM DUNDEE CITY COUNCIL

On a reference to Article IX of the minute of meeting of this Board of 1st April, 2015, wherein the Board had agreed the transfer of additional facilities from Dundee City Council, the Managing Director confirmed that matters were progressing.

Trustees stressed the need for all transferring properties to be clearly signed and branded as Leisure & Culture Dundee facilities and to be publically accessible/user friendly at handover.

Thereafter the Board reiterated previous concerns regarding the timescale of works at the Box Office and suggested that City Development be asked to provide Project Managers for future works.

IV REPORTING OF COMPLAINTS 2014/2015

There was submitted, and noted, complaints statistics for the year 2014/2015.

V TRUSTEES ANNUAL REVIEW PROCESS

The Board agreed the proposals relative to the annual review process.

VI REGIONAL PERFORMANCE CENTRE FOR SPORT - UPDATE

There was submitted an agenda note summarising the background to the Regional Performance Centre and confirming roles and responsibilities.

Reference was made to Article IX(c) of the minute of meeting of this Board of 6th February, 2013 when the Board agreed that Leisure & Culture Dundee be put forward within the context of Dundee's bid to host the National Performance Centre as its operating authority.

Reference was also made to Article II of the minute of meeting of this Board of 31st July, 2013 when Merrill Smith presented the plans for the National Performance Centre for Sport which were then submitted to the Scottish Government.

Reference was further made to the decision to award the National Performance Centre for Sport to Edinburgh which was followed by an announcement that Dundee would host a Regional Performance Centre for Sport; it was anticipated that there would be a similar arrangement whereby Dundee City Council would procure the building and Leisure & Culture Dundee would be the operating authority. This position was confirmed by the then Chief executive of Dundee City Council in his presentation to the Leisure and Culture Dundee AGM in November 2014.

The Board noted the foregoing information and further noted:-

- The Steering Group for the Regional Performance Centre for Sport.
- An Officers' Working Group, responsible for supporting procurement, development of the building, business plan and delivery of the project.
- A Technical Team responsible for the design and project management.
- Client Role to rest with Leisure & Culture Dundee as the operating authority.
- Outline Business Plan to be revised and brought forward to the Board of Leisure & Culture Dundee for approval.

VII HISTORIC SCOTLAND WORK AT BROUGHTY CASTLE

There was submitted an agenda note reporting that Historic Scotland had refurbished windows, provided new pigeon proofing and upgraded lightening conductors at Broughty Castle.

Leisure & Culture Dundee were now working with Dundee City Council to ensure that painting of key areas in the Castle, including the two stairwells and the Observation Point, moved forward.

At a Liaison Meeting attended by Leisure & Culture Dundee and Historic Scotland both were very pleased with the progress of the work, and the high standard to which they had been completed.

VIII EVENT DEVELOPMENT PLAN

On a reference to the Pre-Board Session held on 1st April, 2015, when the events Co-ordinator had given a short presentation outlining her role and key priorities, there was submitted an Executive Summary of the Event Development Plan for information.

IX LEISURE AND SPORT - FIRST AID TRAINING REPORT

There was submitted Report L&CD08-2015 by the Head of Leisure and Sport providing the Board with an update on accredited First Aid training delivered by Leisure and Culture Dundee via the Training Session in Leisure and Sport.

The Board noted the report.

X MANAGEMENT TEAM REPORT - JUNE 2015

There was submitted Report L&CD09-2015 by the Managing Director providing an overview of progress with strategic priorities and emerging issues.

The Board noted progress made with implementing agreed developments and discussed emerging issues including the pop-up cafe at Camperdown House and catering franchises in general. It was suggested franchisees be encouraged to seek Worldhost accreditation.

XI HEALTH AND SAFETY MANAGEMENT GROUP REPORT

The unapproved minute of the meeting of the Health and Safety Management Group of 14th May, 2015 was submitted for information.

XII FINANCE AND BUSINESS DEVELOPMENT

(a) FINANCE COMMITTEE MINUTES

29th April, 2015
27th May, 2015 (unapproved)

The above minutes were submitted for information.

The Board discussed the following matters arising from the above minutes:-

(i) SHIP MODELS

It was confirmed that the items had been withdrawn from auction. Negotiations were ongoing, with a number of local trusts having pledged funding towards acquisition costs.

(ii) REVIEW OF BOX OFFICE FUNCTION

The establishment of a pool of casual workers was queried; it was noted this was in line with existing arrangements for The McManus and the Caird Hall.

The Board also noted the review had resulted in reduced opening hours but increased hours for staff. This reflected changing public demand for Box Office functions and had been approved by the Finance Committee following consultation with staff.

XIII UPDATE REPORTS

(a) LIBRARY AND INFORMATION SERVICES STAKEHOLDER GROUP

Laura Mason reported that the PC Booking System was to be rolled out following a trial at Coldside. There were further delays with delivery of the MakLAB project but the dementia project had been launched and feedback was extremely positive.

(b) CULTURAL SERVICES

Gillian Easson reported on the success of the "Roman Empire: Power and People" exhibition, redevelopment works at Mills Observatory, loans of artworks to European venues, the Leisure &

Culture Dundee Choir and McManus 168. The Board also noted plans for the 150th anniversary celebrations were progressing.

(c) LEISURE AND SPORT SERVICES

Alan Rae spoke about the challenges, and opportunities, presented by the Regional Performance Centre. Work continued on developing all aspects of golf, and maximising opportunities for all levels of players, through the golf strategy, and a rugby strategy was also to be developed. Leisure & Culture Dundee was contributing to the Strathmartine Positive Mind Set project and was also seeking funding from MacMillan Cancer Support for a 3 year project - "Move More" - aimed at promoting beneficial exercise for cancer patients.

(d) MARKETING AND PUBLICITY

Trustees noted recent enhanced use of social media.

(e) COMMUNITY ENGAGEMENT

Alice Bovill spoke to the draft presentation developed to introduce Leisure & Culture Dundee's services to community groups. The Board noted proposals for roll out of the finalised work.

(f) PROPERTY

The Board noted discussions relative to the proposed extension to Broughty Ferry Library were progressing.

XIV A O C B

(a) OPEN AGENDA MEETING

Reference was made to previous open agenda meeting. Trustees agreed these were of benefit and should continue on an annual basis.

XV DATE OF NEXT MEETING

Wednesday, 5th August, 2015, Wighton Centre

2 pm - Informal discussion and refreshments

2.30 pm - Board Meeting

Bob DUNCAN, Chair.