

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held at Dundee on 4th February, 2015.

Present:-

TRUSTEES

Sinclair AITKEN
Alice BOVILL
Bob DUNCAN
Gillian EASSON
Brian GORDON*
Richard MCREADY
Laura MASON
Ian MATHERS
Stewart MURDOCH
Alan RAE
Craig SIMPSON
Marjory STEWART
*(CIPFA Training Session & Informal Board Meeting only)

In attendance:-

OFFICERS

Judy DOBBIE, Head of Library & Information Services (CIPFA Training Session & Board Meeting)
Billy GARTLEY, Head of Cultural Services
Graham WARK, Head of Leisure & Sport
Paul HENEHAN, Finance & Business Development Team Leader

DUNDEE CITY COUNCIL

David MARTIN, Chief Executive (Informal Board Meeting only)
Sallie DAILLY, Chief Internal Auditor (CIPFA Training Session only)
Philip OWEN, Accounting Manager (CIPFA Training Session only)

Apologies for absence:-

Stewart HUNTER (Trustee)

Bob DUNCAN, Chair, in the Chair.

CIPFA TRAINING SESSION

Steve Renwick from CIPFA led a seminar for trustees and officers exploring how to improve personal and corporate roles in delivering more effective governance. The session covered three key areas:

- roles and responsibilities
- financial oversight – Internal Control Framework
- financial reporting

PRE-BOARD SESSION

David Martin, Chief Executive, Dundee City Council was introduced to trustees and officers. He congratulated Leisure & Culture Dundee on achievements to date. Thereafter he highlighted the need for enhanced partnership working to maintain effective and efficient delivery of services and confirmed Dundee City Council's commitment to collective collaborative working to identify and implement the savings regime required by the challenging economic climate. He recognised the key role played by Leisure & Culture Dundee in delivering the Council's strategic objectives.

BOARD MEETING

I WELCOME/STANDING DECLARATIONS 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 – employees, Dundee City Council.

II MINUTE OF BOARD MEETING HELD ON 3RD DECEMBER, 2014

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

III MATTERS ARISING

(a) LOWER CAIRD HALL

It was reported that the handover date of the new conference facilities was still to be confirmed, final fitting out and procurement of furniture remained outstanding resulting in delay in marketing the enhanced facility.

It was noted that trustees' concerns regarding slow project delivery relative to capital projects had been raised with the Chief Executive at the Pre-Board session and assurances received that concerns would be addressed.

(b) SIGNAGE AT ST PAUL'S AND GROVE

It was reported that outstanding issues had been resolved and the new corporate signage would shortly be installed at both sites prior to rollout to other facilities, including any facilities added to Leisure & Culture Department's building portfolio at a future date. Trustees asked that the costs of signage be deducted from any savings achieved by the City Council.

(c) DUNDEE CULTURAL STRATEGY/UNESCO CITY OF DESIGN AND PLACE PARTNERSHIP

Reference was made to Report L&CD29-2014 Dundee Cultural Strategy/Unesco City of Design and Place Partnership which sought Board approval to:-

- (i) support the proposal for a Place Partnership to assist with co-ordinating the implementation of Dundee Cultural Strategy 2015-2025 and City of Design developments;
- (ii) agree that Leisure & Culture Dundee should, if required, open a separate bank account and hold funds on behalf of the other participating partners and should commission services funded through the Place Partnership for the implementation of these cultural initiatives; and
- (iii) approve an allocation of £125,000 over the next three years from Leisure & Culture Dundee's reserve fund (as detailed in paragraph 3.2 of the report).

Due to timescales involved the report had been circulated to all trustees for approval as Additional Business (30th December, 2014). Feedback had been positive and as no objections had been received the report was deemed approved.

On a reference to paragraph 3.2 of the report Stewart Murdoch confirmed that the Universities of Abertay and Dundee, and Dundee City Council, had all agreed the proposed cost contributions. The submission of match funding to Creative Scotland had been successful and the partners were therefore taking the initiatives forward. Updates would be provided in due course.

IV TRUSTEE ANNUAL REVIEWS 2014 – ACTION PLAN

The Action Plan generated from the Trustee Annual Reviews held in November, 2014 was submitted, discussed and noted.

V LEISURE & CULTURE DUNDEE HEADQUARTERS – SHORE TERRACE

Reference was made to Article III(b) of the minute of meeting of this Board of 3rd December, 2014, when trustees had noted proposals for the relocation of staff to create a Headquarters Unit to proceed, outwith the timetable for development of the Wellgate, subject to availability of advance capital investment from Dundee City Council. There was submitted an agenda note advising that the City Architect had indicated that the cost of upgrading toilets and refurbishing existing offices to the required standard amounted to £214,000, with refurbishment of the former caretaker's flat to provide additional office accommodation estimated at a further £18,000.

The Board agreed to proceed with the creation of a Headquarters Unit, in advance of the Wellgate Development, with the costs split 50:50 with Dundee City Council. It was noted Leisure & Culture Dundee's financial commitment to the project would be £125,000 (£107,000 & £18,000 for the additional accommodation) excluding costs for office furniture, IT or telephony.

VI OSCR (OFFICE OF SCOTTISH CHARITY REGULATOR) REPORT ON LOCAL AUTHORITY CHARITIES

The Board noted the findings of the charity regulator, OSCR, in relation to local authority charities and remitted the office bearers to discuss whether any changes were required in light of the undernoted four key recommendations set out in the regulator's report:-

- Memoranda of Understanding between local authorities and Arms Length External Organisations (ALEOs) would set out more explicitly the exceptional circumstances when sole trustee powers could be exercised to protect public services.
- Trustee boards should contain an appropriate mix of skills and trustees should consider how the selection process can be consistently applied to both Councillor trustees and independent trustees.
- Where ALEOs change or expand their services, they should ensure that these fit with their charitable purposes or seek the Regulator's consent to make amendment to purposes.
- Where Councillors sit on local authority scrutiny or finance committees, they should not be the same committees that deal with the ALEO they act on to ensure effectiveness of scrutiny.

VII MANAGEMENT TEAM REPORT – JANUARY, 2015

There was submitted and noted Report No L&CD01-2015 by the Managing Director detailing progress to date.

VIII HEALTH & SAFETY MANAGEMENT GROUP REPORT

The Update Briefing for January, 2015 was submitted, noted and issues requiring Board action identified.

IX FINANCE & BUSINESS DEVELOPMENT

(a) FINANCE COMMITTEE, 28TH JANUARY, 2015 (UNAPPROVED)

The above minute was submitted for information and record purposes.

(b) REVENUE BUDGET 2015/2016 (INCLUDING REVIEW OF CHARGES)

There was submitted Report No03a-2015 relative to the above.

The report outlined that in previous years Dundee City Council had set a savings target for Leisure & Culture Dundee based on a percentage of the Management Fee. They had also provided an inflationary uplift to the Management Fee which was used to cover the pay award. The net result having been a reduction in the level of Management Fee paid to Leisure & Culture Dundee by Dundee City Council.

For 2015/2016 a different approach had been taken. Dundee City Council had not set a savings target nor provided an inflationary uplift. Leisure & Culture Dundee required to find the funding for the pay award and any other cost pressures in order to set a balanced budget. The cost pressures and steps taken to address them were detailed in the report.

Having noted the above, heard from officers regarding the proposals contained in the report, discussed the proposals and their implications for the operation of Leisure & Culture Dundee and noted that the Finance Committee recommended approval (Article IV of the minute of meeting of the Finance Committee of 28th January, 2015) the Board:-

- (i) approved the provisions built into the provisional Revenue Budget 2015-16 to address the cost pressures totalling £200,000 as detailed in paragraph 3.2 of the report;
- (ii) approved the Review of Charges as detailed in Appendix 1, resulting in total estimated additional income of (£65k) for the year 2015-16, required to set a final 2015-16 Revenue Budget;
- (iii) approved the savings options identified in paragraphs 5.1-5.4, totalling £135,000, required to set a final Revenue Budget for 2015-16;
- (iv) approved the proposal to absorb the cost of Discounted Access to Swimming as part of Dundee City Council's Fairness Strategy up to the value of £100,000;
- (v) approved the staffing establishment changes as detailed in the report to generate savings totalling £124,000, which is required to meet a longstanding commitment to contribute towards the prudential borrowing for the construction of the New Olympia; and
- (vi) noted the potential non Domestic Rates savings of £366,000 to be achieved by Dundee City Council if Leisure & Culture Dundee take on responsibility for the following facilities/services.

City Box Office
Lower Caird Hall and Shore Terrace Offices
School Pool and Gym Facilities for Community use

X UPDATE REPORTS

(a) LIBRARY & INFORMATION SERVICES STAKEHOLDER GROUP

Laura Mason provided an update including developments in stakeholder responsibilities, communities, community engagement, the PC booking system, property issues, forthcoming events and national recognition of the contribution of the service to benefit reform.

(b) CULTURAL SERVICES STAKEHOLDER GROUP

Gillian Easson advised a review of the group, including membership was underway. The Roman Empire exhibition was proving extremely popular with attendance 75% higher than the corresponding period last year, the McManus 168 Group application for SCIO status had been approved by OSCR and plans for McManus 160 were underway. Input from the Events Co-ordinator would be sought.

(c) LEISURE & SPORTS SERVICES

Alan Rae reported that Olympia was due to reopen on 9th February, 2015 following the refurbishment/Post Contract Works programme. Plans for refurbishment for Lochee with the provision of a changing village were underway and would require a closure period of 16 weeks for the works. Dundee Ice Arena continued to show steady improvement but golf would benefit from promotional activity. Overall attendances were good with the potential to achieve 1million paid visits in the current financial year. An Open Weekend to showcase Grove had been successful with 1000 people attending on the Saturday alone; it was hoped this interest would stimulate attendance.

(d) MARKETING & PUBLICITY

Craig Simpson advised that he had met the Marketing & Design Team and a social media action plan was now in place. The Team would now be proactively involved in events and promotions from inception and the use of enhanced digital communication would be developed. A Stakeholder Group would meet on a bimonthly basis.

(e) COMMUNITY ENGAGEMENT

Alice Bovill reported that target groups, including Local Community Planning Partnerships and Regeneration Forums, had been identified as potential partners to assist with promotion and development of community engagement. Proposals for a presentation for initial roll out to schools, playgroups, community centre management groups etc., to stimulate discussion relative to engagement were noted.

(f) PROPERTY

It was noted there were various outstanding issues relative to property maintenance and governance issues and that a schedule of properties would therefore be submitted to a future meeting to provide the Board with an overview of both issues and plans..

XI TEMPORARY CLOSURE OF BLACKNESS LIBRARY

It was reported that Blackness Library would close for an anticipated period of five days in February, 2014 to permit work to the heating and hot water system to be undertaken.

The Board noted the position.

XII PROPOSED EXTENSION TO BROUGHTY FERRY LIBRARY

There was submitted an agenda note reporting that consultations for the 2008/2011 and 2012/2016 Local Community Plan had highlighted the need for more community space for all ages in Broughty Ferry. A Feasibility Study undertaken in 2012/13 had verified that an extension to Broughty Ferry Library was the preferred option. Part funding of £346,000 through Dundee City Council's Capital Plan had been allocated towards the project in 2017/2018. The indicative price for the project was £600,000 based on 2013/2014 costs. Additional funding was therefore required.

Leisure & Culture Dundee had been asked to consider taking the lead role in progressing this project, particularly in relation to identifying matched funding and agreeing the project brief. Beyond completion, the new build would be owned by Dundee City Council as an extension to the existing building and leased to Leisure & Culture Dundee.

The Board gave approval in principle for Leisure & Culture Dundee to take the project forward. The Vice-Chair offered his services in working with staff to lead the project.

XIII AOCB

No items were raised.

XIV DATE OF NEXT MEETING

Wednesday, 1st April, 2015 in the Wighton Centre, Level 2, Central Library.

2.00 pm – Informal discussion and refreshments
2.30 pm – Board

Bob DUNCAN, Chair.