

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held at Dundee on 4th June, 2014.

Present:-

Sinclair AITKEN
Alice BOVILL
Bob DUNCAN
Stewart HUNTER

Iain LUKE
Laura MASON
Ian MATHERS

Richard MCCREADY
Stewart MURDOCH
Alan RAE
Gary ROBINSON

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
Kevin MCGINLEY, Library & Information Worker
Hazel SAUNDERSON, Digital Marketing Assistant

Apologies for absence:-

Brian GORDON and Marjory STEWART

Bob DUNCAN, Chairperson, in the Chair.

I WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST

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

Standing Declarations of Interest – Stewart Murdoch, employee, Dundee City Council.

II RESIGNATION OF TRUSTEE

Gary Robinson intimated this would be his last Board meeting as he was stepping down due to business commitments.

Bob Duncan expressed the appreciation of the Board for Gary's contribution to the development of Leisure & Culture Dundee.

III SOCIAL MEDIA PRESENTATION

Kevin McGinley and Hazel Saunderson gave an informative presentation on development and use of social media as an effective communication and marketing device for Leisure & Culture Dundee.

The Board noted significant growth in levels of Leisure & Culture Dundee social media interaction via Facebook, Twitter and Instagram and its use as a valuable tool to facilitate marketing and promotion, community engagement, partnership development and press coverage. It was further noted that communication worked at both rapid responsive and long term planned content levels, examples of which were demonstrated.

Proposals for enhanced usage were outlined and trustees also noted that the presentation would be rolled out to provide staff with guidance on the use of social media and encourage usage to promote Leisure & Culture Dundee and its activities.

Kevin and Hazel were thanked for their input and left the meeting.

IV MINUTE OF BOARD MEETING HELD ON WEDNESDAY, 26TH MARCH, 2014

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

V MATTERS ARISING

(a) CAMPERDOWN WILDLIFE CENTRE – INSTALLATION OF LIGHTS

On a reference to Article IV(d) of the minute of meeting of this Board of 4th September, 2013 it was reported that the official launch was scheduled for 23rd October, 2014. Light Nights would take place three days a month to coincide with the new moon and party/corporate events would be promoted.

(b) CLIMATE CHANGE AND ENDANGERED TREES PROJECT UPDATE

On a reference to Article VII of the minute of meeting of this Board of 26th March, 2014 it was noted that the Business Plan for the Camperdown Climate Change Centre (4C's) initiative was being finalised.

It was further reported that additional philanthropic investment had been sourced and would fund the sponsorship of new species within the Wildlife Centre.

(c) MARKETING AND COMMUNICATION PLAN UPDATE

It was reported that following approval of the Marketing and Communication Plan by the Finance Committee the design team were progressing the actions contained therein.

VI STAKEHOLDER GROUPS - UPDATES

(a) CULTURAL SERVICES

Alice Bovill reported on activities at the Mills Observatory, works at the Caird Hall, forthcoming exhibitions at The McManus and the recent successful Victoriana event.

(b) LEISURE & SPORT SERVICES

Alan Rae reported a significant increase in Leisureactive membership following a recent promotion and that it was anticipated that the appointment of the Membership Officer, once in position, would facilitate retention of new members. Retail sales levels at Olympia and the Wildlife Centre were encouraging.

The Caird Park golf starter's box was now operational and the changing rooms at Dundee Ice Arena were to be upgraded. A new range of services, including zorb football, was being introduced and a renowned sports psychologist was to visit Dundee through a partnering agreement with higher education institutions in the City.

(c) IT

Ian Mathers and Caroline Findlay reported on IT. Tablets had been issued to all trustees and a short training session had preceded this meeting. Redesign of the main website was underway and a relaunch scheduled for December. Wi-Fi access and broadband capability within Leisure & Culture Dundee premises was under review and it was proposed to include the Ice Arena in the new online booking and leisure management system; any financial implications arising from the works would be submitted to the Finance Committee. Upgrading of the library system and the collections system were in the pipeline.

(d) PROPERTY

Caroline Findlay advised there were no new major issues to report. The Service Level Agreement relative to property was under review and meetings with the maintenance section of Dundee City Council were proving productive.

(e) VOLUNTEERING, EQUALITIES and HR

Caroline Findlay reported that the Equality & Diversity Policy was due to be revised.

(f) LIBRARY AND INFORMATION SERVICES

Iain Luke reported that the CCTV upgrade was to proceed ahead of the Wellgate Development, Acoustic tests had taken place but stakeholders felt this needed to be revisited once the works were complete; it was noted that management were seeking formal assurance relative to noise impact. Current capital projects at The Crescent, Arthurstone and Broughty Ferry were complete and Leisure & Culture Dundee were advising the Friends of Broughty Ferry Library regarding match funding for future projects. A 3D printer had been installed in the Central Library and had generated positive publicity for Leisure & Culture Dundee.

VII GREAT WAR DUNDEE PARTNERSHIP

It was reported that the Great War Partnership, comprising representatives from a range of organisations including Dundee University, Abertay University, Black Watch Museum, Dundee Heritage Trust, DC Thomson, Duncan of Jordanstone, Dundee City Council and Leisure & Culture Dundee, had been awarded £77,000 from the Heritage Lottery Fund to deliver the Great War Dundee Project.

The funding would cover the first two years of the commemoration and further funding would be sought to cover the rest of the centenary period.

VIII CULTURAL SERVICES ACQUISITION UPDATE

There was submitted Report L&CD13-2014, by the Head of Cultural Services, providing the Board with an update on acquisitions for 2013/14.

The Board noted the report.

IX HEALTH AND SAFETY MANAGEMENT GROUP REPORT

The unapproved minute of the Health and Safety Management Group meeting of 8th May. 2014 was submitted for information.

X FINANCE AND BUSINESS DEVELOPMENT

(i) FINANCE COMMITTEE MINUTES

26th March, 2014
30th April, 2014
28th May, 2014 (unapproved minute)

The above minutes were submitted for information and record purposes.

(ii) DUNDEE BUSINESS IMPROVEMENT DISTRICT (BID)

It was reported that the Finance Committee had received a presentation on the Dundee BID and recommended that the Caird Hall be included in the draft business plan.

The Board approved the recommendation and noted the cost, should the BID proceed, would be £2,500 per annum for a five year period and could be funded from the Reserve Fund.

XI RESOURCE IMPLICATIONS FOR MUSEUM ACCREDITATION FROM THE ARTS COUNCIL ENGLAND (ADMINISTERED BY MUSEUMS GALLERIES SCOTLAND (MGS))

There was submitted an Agenda Note detailing actions to be undertaken to ensure Full Accreditation Status for Leisure & Culture Dundee.

The Board noted the position.

XII MANAGEMENT TEAM'S OVERVIEW

There was submitted Report L&CD12-2014, by the Managing Director providing the Board with an overview of progress since the March, 2014 Board meeting.

The Board noted the content of the report.

XIII BOARD MEMBERSHIP

On a reference to Article II above Stewart Murdoch advised he would progress Board membership as agreed at the Board meeting held on 6th November, 2013.

CONFIDENTIAL ITEM

XIV TRUSTEE'S COMMENTS - BOARD

There was submitted a paper detailing perceptions on the work and role of the Board by one of the trustees.

The issues raised therein were discussed and will inform the future workplan.

XV FUTURE MEETINGS

- a) Board Meeting, Wednesday, 6th August, 2014
- b) Dundee City Council/Leisure & Culture Dundee Annual Review, 14th October, 2014.
- c) AGM – Revised date of 7th November, 2014.
 - 12.30pm lunch
 - 1.00pm AGM
 - 2.00pm Board Meeting
 - 2.30pm finish.

Lord Provost Bob DUNCAN, Chairperson.