

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held at Dundee on 5th December, 2012.

Present:-

Sinclair AITKEN
Alice BOVILL
Sandy CAMERON
Val DINSMORE

Bob DUNCAN
Brian GORDON
Iain LUKE
Richard MCCREADY

Stewart MURDOCH
Alan RAE
Gary ROBINSON
Marjory STEWART

In attendance:-

Judy DOBBIE, Head of Information and Library Services
Caroline FINDLAY, Head of Support Services
Billy GARTLEY, Head of Cultural Services
Graham WARK, Head of Leisure and Sports
Rob PEDERSEN, City Architect, Dundee City Council

Apologies for absence:-

Stewart HUNTER

Sinclair AITKEN, Vice-Chair, in the Chair

PRESENTATION – MARKETING AND DESIGN TEAM

Prior to commencement of business the Marketing and Design Team gave an informative and interesting presentation in the work of their section.

I WELCOME/DECLARATIONS OF INTEREST/APOLOGIES

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

Standing Declarations of Interest:-

Stewart Murdoch and Marjory Stewart – employees of Dundee City Council.
Val Dinsmore – relative employee of Trust.

II MINUTES

- (a) 1st August, 2012
- (b) 3rd October, 2012 (pre and post AGM).

The above minutes were submitted and approved.

III MATTERS ARISING

- (a) CAMPERDOWN HOUSE

The Managing Director updated the Board relative to progress on the future use strategy of the property.

- (b) LOCHEE SWIMMING PILOT

It was reported that the pilot had been extended until Christmas; this would facilitate a more robust study; an evaluation report would be submitted to the February Board.

(c) SHIP MODELS

It was reported that, as part of the current Transport Project, photographic cataloguing of all ship models within the City Collection would be undertaken; custodians of other models in the City would be approached to facilitate production of a fully comprehensive record. Proposals for a public exhibition were under discussion.

(d) DUNDEE LIBRARIES FESTIVAL

The Head of Information and Library Services reported that the festival had been very well supported. More than 40,000 items had been returned, new members had signed up, and some lapsed memberships renewed. Activities, including author visits and workshops, had been popular but it was proposed, following customer feedback, to hold a shorter, but more concentrated festival next year.

(e) CAPITAL PROJECTS PROGRESS

It was reported that the upgrade of the Central Library toilets was underway.

A progress update on other capital projects would be circulated to trustees.

(f) NEW OLYMPIA

The City Architect briefed the Board on progress with the New Olympia advising that, due to unforeseen construction issues, it was anticipated opening of the facility would be delayed until early summer.

Trustees expressed disappointment at the delay but acknowledged the importance of ensuring the facility met all specifications. A six week commissioning period would commence as soon as Dundee City Council accepted the building from the contractors and non-access to either facility should be restricted to a two week period. The formal opening ceremony would take place after the school summer holidays.

The City Architect was thanked for his input and left the meeting.

IV FINANCE AND BUSINESS DEVELOPMENT

(a) BUSINESS SUB-COMMITTEE MINUTES

29th August, 2012
 26th September, 2012
 31st October, 2012
 28th November, 2012 (unapproved minute)

The above minutes were submitted for information and record purposes.

The Income and Expenditure Account for the seven months to 31st October, 2012 was tabled for information.

(b) BUDGET SAVINGS

The Finance Director updated the Board on preparations for the draft budget 2013/2014 and the potential impact on the Management Fee due to Dundee City Council's savings requirements.

The Board noted the position, approved the proposed level of savings, and noted the full draft would be submitted to the February Board.

The Board further agreed the need to maximise non-Council income and noted the Finance Committee would progress this.

V TRUSTEES' ANNUAL APPRAISAL FEEDBACK - RECOMMENDATIONS

There was submitted and discussed a paper by the Vice-Chair making recommendations based on feedback from the annual appraisal meetings.

The Board agreed:-

- to enhance the profile of Leisure and Culture Dundee as an independent charitable organisation through development of signage. [Marketing and Design Team to progress].
- Board meetings to be preceded by topical discussions or open agenda meetings.
- Business Sub-Committee to be renamed Finance Committee.
- Business Plan to be finalised as soon as possible.
- Charitable objectives to be restated and publicised; to form part of Business Plan.
- Designations of elected members to be removed from Board papers.
- Sub-Committee structure to be reviewed.
- Marketing strategy to be developed with lead trustee to be identified. Trustees were asked to forward expressions of interest to the Managing Director.
- All trustees to provide customer feedback where appropriate.
- Whitehall strategy to be reviewed.

VI WHITEHALL THEATRE

There was submitted Report No L&CD18-2012 by the Head of Cultural Services updating the Board on the support given by Leisure and Culture Dundee Cultural Services to the Whitehall Theatre Trust in line with the agreement that commenced on 1st January, 2012.

The Board agreed to use the report to inform a decision on their role in support of the Whitehall Theatre Trust beyond the end of the present agreement which was due to end on 31st December, 2012 and, following discussion further agreed:-

- (i) to continue to provide management and operations support on the current basis until the end of the current financial year 31st March, 2013;
- (ii) support beyond 31st March, 2013 should be conditional on the City Council extending its funding agreement for the secondment of a Venue Co-ordinator, following an assessment of the viability of the theatre;
- (iii) from 31st March, 2013 the function provided by Leisure and Culture Dundee should be simplified to a ticketing service provided through the Dundee City Box Office;
- (iv) from 31st March, 2013 the Whitehall Theatre Trust would resume line management support for staff and full responsibility for the operation of the theatre; and
- (v) from 31st March, 2013 the Whitehall Theatre Trust would resume responsibility for the booking for the venue and all hire arrangements, including financial accounting.

VII LEISURE AND SPORT REORGANISATION

There was submitted Report No L&CD22-2012 by the Head of Leisure and Sport presenting a proposed new approach for the management and structure of Leisure and Sport services delivered by Leisure and Culture Dundee.

The Board agreed that the Head of Leisure and Sport should:

- (i) proceed with the reorganisation process and bring forward more detailed proposals to the next meeting of the Board; and
- (ii) consult with trade unions and staff on the new management arrangements set out in this report.

VIII HEADS OF SERVICE REPORT

There was submitted Report No L&CD21-2012 by the Managing Director seeking agreement from the Board on a standard report to be presented at each Leisure and Culture Dundee Board meeting by Heads of Service and seeking feedback on the style of reports and views on its purpose.

Following discussion the Board requested that the Managing Director submit a single integrated report, covering all service areas, with particular reference to any areas of concern.

IX HEALTH AND SAFETY MANAGEMENT GROUP REPORT

Health and Safety Management Group 16th August, 2012
 Health and Safety Update Briefing (September)
 Health and Safety Management Group 11th October, 2012
 Health and Safety Update Briefing (November)

The above minutes and briefing notes were submitted for information and record purposes.

X STAKEHOLDER GROUPS UPDATES

(a) LEISURE AND SPORT

Alan Rae reported that the Group was looking at adopting an holistic approach to development of leisure and sport activities using the Dundee Citizens' Survey findings on participation in physical activity as a baseline.

(b) CULTURAL SERVICES

Alice Bovill summarised the main points discussed at the most recent meeting including sponsorship proposals, halls and music development, exhibitions, events, grant applications and the Commonwealth Games Legacy.

(c) LIBRARY AND INFORMATION SERVICES

Iain Luke advised that this stakeholder group had looked at budgets, customer survey results and the impact of welfare reform on service provisions; regular meetings of the Junior Stakeholder Group were also timetabled.

It was agreed the distribution of minutes of stakeholder group meetings be widened to include all trustees.

XI SERVICE AGREEMENT

On a reference to the Service Agreement between Dundee City Council and Leisure and Culture Dundee, there was submitted, and noted, performance information for the period 1st April to 31st October, 2012.

XII UK CITY OF CULTURE BID

There was circulated, for information, a copy of a report approved by the Policy and Resources Committee of Dundee City Council, relative to Dundee's bid for UK City of Culture status.

The Board agreed that Billy Gartley, Head of Cultural Services, represent Leisure and Culture Dundee on the Bid Development Group which would be chaired by Stewart Murdoch in his capacity as Director, Leisure and Communities, Dundee City Council.

XIII PUBLIC LIBRARY QUALITY IMPROVEMENT FUNDING AWARD 2012/2013

There was submitted an Agenda Note advising that the Library and Information Services Section had been awarded total funding of £51,689 from the Public Library Quality Improvement Fund for the following projects:-

- £8,639 to deliver Reaching the Hard to Reach Phase 2 Project, building on the continuing success of an externally funded strategy to enable targeted service users to access online library services through the purchase iPads loaned to designated health and welfare providers. The funding would be used to purchase additional iPads with wi-fi connectivity, allowing access to the internet in areas with no broadband or wi-fi connections. Library staff would provide support in the use of the iPads to ensure that all participants were equipped with the skills to gain maximum benefit from the devices.
- £4,500 for the development of a Mobile Application which would enable users to access their accounts, search the library catalogue, renew books and place requested.
- £38,500 to deliver the Opportunities Project, which would create opportunities for benefit claimants and job seekers who were digitally excluded, including the establishment of an opportunities Hub in Central Library with satellite services in community libraries across the City, involving a network of staff, trained volunteers and external agencies.

The Board noted the above and also noted that a further bid to develop an e-book of Dundee in the Great War to coincide with the First World War commemorations was to be investigated with the possibility of Dundee leading on a more collaborative project across Scotland.

CONFIDENTIAL ITEMS

XIV MANAGING DIRECTOR'S OVERVIEW

There was submitted Report No 20-2012 providing the Board with a general overview of progress in the period since the last Board meeting.

The Board noted the contents of the report.

XV EARLY RETIREMENT

A request for early retirement was submitted and approved subject to circulation of the details of the proposal to all trustees.

Sinclair AITKEN, Vice-Chair.