

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held at Dundee on 5th February, 2014.

Present:-

Sinclair AITKEN	Iain LUKE	Richard McCREADY
Alive BOVILL	Laura MASON	Stewart MURDOCH
Brian GORDON	Ian MATHERS	Alan RAE
Stewart HUNTER		Gary ROBINSON

In attendance:-

Ged BELL, Head of Information Technology, Dundee City Council  
Judy DOBBIE, Head of Information and Library Services  
Billy GARTLEY, Head of Cultural Services  
Paul HENEHAN, Finance and Business Development Section Leader  
Graham WARK, Head of Leisure & Sport

Apologies for absence:-

Bob DUNCAN, Marjory STEWART and Caroline FINDLAY.

Sinclair AITKEN, Vice Chairperson, in the Chair

## **I                    WELCOME, APOLOGIES AND DECLARATIONS OF INTEREST**

The Chair welcomed Ian Mathers and Laura Mason to their first scheduled Board meeting since their appointments to the Board.

Ged Bell, Head of Information Technology at Dundee City Council was introduced to the Board.

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

## **II                  MINUTES – BOARD MEETINGS**

- (i)                 6th November, 2013
- (ii)                6th November, 2013 (post AGM)
- (iii)              18th December, 2013

The minutes of the above meetings were submitted and approved.

## **III                MATTERS ARISING**

- (a)                IT SUPPORT FOR TRUSTEES

Ged Bell outlined the Public Service Network (PSN) requirements to the Board.

The Board noted the Council's position relative to internet security and potential information storage/retrieval options available to trustees.

- (b)                DUNDEE ICE ARENA - UPDATE

Graham Wark reported that positive discussions were ongoing with the Ice Arena relative to the transfer of operations to Leisure and Culture Dundee. Blackadders were working on behalf of both Dundee Ice Arena and Leisure and Culture Dundee to progress a transfer agreement.

(c) **WELLGATE CENTRE DEVELOPMENT**

Judy Dobbie updated the Board on the redevelopment proposals; trustees noted the position and further noted that clarification on various issues was awaited from the developers. A starting date for the works was yet to be confirmed.

**IV TRUSTEE ANNUAL REVIEWS 2013 – ACTION PLAN**

The updated Action Plan development from Trustee's Annual Review 2013 was submitted.

The Board noted progress to date.

**V HEALTH AND SAFETY MANAGEMENT GROUP**

The unapproved minute of the Health and Safety Management Group meeting held on 16th January, 2014 was submitted and the contents noted.

**VI FINANCE AND BUSINESS DEVELOPMENT**

(a) **FINANCE COMMITTEE MINUTES – 28TH JANUARY, 2014 (UNAPPROVED)**

The above minute was submitted for information and record purposes.

(b) **REVIEW OF CHARGES 2014/2015**

The Review of Charges 2014/2015 was submitted.

Having noted that the Finance Committee recommended approval the Board agreed the charges for 2014/2015.

(c) **BUDGET 2014/2015 – SAVINGS PROPOSALS**

It was reported that the Finance Committee were recommending savings proposals of 3% to the Board.

Following discussion trustees requested more detail regarding the actual proposals, especially any proposals with policy implications, prior to making a final decision. Trustees also noted that although the proposal equated to 3% the final figure was dependent on the Management Fee received from Dundee City Council and this would not be confirmed until the Council set its budget on 13th February, 2014.

The Board therefore agreed that, following Dundee City Council's budget setting meeting, detailed savings proposals be circulated to all trustees for comment and approval.

**VII UPDATES – LEAD TRUSTEES**

(a) **CULTURAL SERVICES**

Alice Bovill updated the Board relative to Cultural Services including installation of donation boxes, proposed upgrades of gallery terminals in The McManus, the Medieval Carved Stone project, CPD opportunities for teachers, National Astronomy Week (March) and the forthcoming relaunch of the Friends of The McManus.

(b) **LEISURE AND SPORT SERVICES**

Alan Rae reported on financial outturns in the Section and advised that investment funded priority projects, such as pool parties, had been introduced; a feasibility study for a golf driving range was proposed. The leases for St Paul's and Grove facilities were progressing and improved signage to be provided by the City Council. The Lynch roof was subject to possible capital programme proposals

and the Olympia was still subject to a warranty period. The Stakeholder Group was also aware of proposals for the Regional Performance Centre and were keen to be involved in the management of the facility.

(c) **IT & PROPERTY**

A paper on property issues was submitted and the contents noted.

Sinclair Aitken reported on the Property Liaison meetings he had been attending but confirmed that, in future, only officers would attend. Iain Luke proposed convening a Sub-Group, attended by the three Lead Trustees, to look at property issues but it was agreed to defer this proposal pending a meeting with the Director of City Development.

The Board further noted that Iain Mathers had agreed to take the lead on IT issues.

(d) **MARKETING AND DESIGN**

Gary Robinson circulated a range of marketing and design productions, including the finalised Volunteering Pack, to demonstrate work undertaken by the Marketing and Design Team. He further advised that Gift Aid was now available and sales from Bonny Bling had been encouraging. He was keen to raise the profile of the Team within the organisation and to encourage staff involvement in the staff newsletter. Trustees also noted that a signage project was underway and the use of corporate colour branding would be extended to further venues. Development of ideas identified from the student project was still underway and would be reported in due course. Thereafter, the Board discussed the need to fully exploit social media and to review the production and distribution of the Caird Hall brochure.

(e) **LIBRARY AND INFORMATION SERVICES**

Iain Luke reported that two meetings of the Stakeholder Group had been held since the AGM. The Wellgate Centre refurbishment remained a major topic of discussion and capital works were underway at Blackness and Arthurstone Libraries. The new Whitfield Library was due to be fitted out and proposals for Broughty Ferry Library under discussion. The CCTV upgrade at the Central Library remained outstanding. A Great War memorabilia event was scheduled for 2nd August, 2014 in the Marryat Hall and a further lottery funding application had been submitted for the Great War project.

**VIII AOCB**

There were no items raised.

**IX MANAGING DIRECTOR'S OVERVIEW – JANUARY, 2014**

There was submitted Confidential Report No L&CD02-2014 by the Managing Director providing the Board with a general overview of progress since the last Board meeting.

The Board noted accordingly.

**X DATE OF NEXT MEETING**

Wednesday, 26th March, 2014 in the Wighton Centre.

- 2.00 p.m. Informal Discussion
- 2.30 p.m. Board Meeting

Sinclair AITKEN, Vice Chairperson.