

At a MEETING of the **LEISURE AND CULTURE DUNDEE BOARD** held at Dundee on 5th June, 2013.

Present:-

Sinclair AITKEN  
Alice BOVILL  
Val DINSMORE

Bob DUNCAN  
Brian GORDON  
Iain LUKE

Richard McCREADY  
Stewart MURDOCH  
Alan RAE

In attendance:-

Judy DOBBIE, Head of Information and Library Services  
Graham WARK, Head of Leisure and Sports  
Susan GILLAN, Halls and Music Development Section Leader  
Paul HENEHAN, Finance and Business Development Section Leader  
Kenny CHRISTIE, Whitehall Theatre Trust  
Graeme SMITH, Whitehall Theatre Trust  
Norrie ROBERTSON, Whitehall Theatre Trust

Apologies for absence:-

Stewart HUNTER, Gary ROBINSON, Marjory STEWART, Caroline FINDLAY and Bill GARTLEY

Bob DUNCAN, Chairperson, in the Chair (Items 1-V)  
Sinclair AITKEN, Vice-Chairperson, in the Chair (Items VI-XIII)

## **I WELCOME/STANDING DECLARATIONS OF INTEREST**

- Stewart Murdoch – employee DCC
- Val Dinsmore – relative employee of Trust

The Trustees noted with regret that Sandy Cameron had resigned from the Board.

## **II UPDATE FROM WHITEHALL THEATRE TRUSTEES**

Kenny Christie, Graeme Smith and Norrie Robertson, Trustees of the Whitehall Theatre were welcomed to the meeting.

Kenny thanked the Board for their recent support and provided an update on the position relative to the Whitehall Theatre. He confirmed that, following a significant refurbishment programme the Whitehall Theatre Trust was to revert to its original role as custodian of the premises with operational and managerial responsibilities remitted to a new Trading Company which is to be established; the proposed staffing establishment for the new company was noted, as were proposals for enhanced usage of the building, outwith performances, to ensure long term sustainability of the venue.

The three Trustees were thanked for their input and left the meeting.

Following discussion the Board agreed to continue current levels of support for a further period of three months by which time it was anticipated that Trading Company should be fully established and in a position to assume full responsibility for management of the Theatre. Thereafter, support from Leisure and Culture Dundee would revert to that provided to other Theatrical venues in the City, namely, ticketing/Box Office provision, and professional advice. It was however agreed to provide continuity, that Leisure and Culture Dundee would provide support relative to professional bookings already committed to the Whitehall.

## **III MINUTE OF BOARD MEETING HELD ON 3RD APRIL, 2013**

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

#### **IV MATTERS ARISING**

##### **(a) CAPITAL PROJECTS UPDATE**

- DCC had appointed CCTV Security Consultant; meeting to be arranged
- Blackness Library works ahead of schedule; clarification to be sought regarding inclusion of lighting upgrades
- Arthurstone Library – progressing
- Caird Hall works scheduled for July
- Lochee Leisure Centre – maintenance completed ahead of schedule
- Box Office to relocate to 17 City Square

Sinclair Aitken advised that he had requested a meeting with Dundee City Council's Chief Executive to discuss his remit in relation to Lead Trustee for Property and implementation of the City Council's Capital Project programme.

##### **(b) NEW OLYMPIA**

Commissioning programme underway and facility due to open for the school holidays. Olympia to close on 9th June; final week of the Last Chance to Splash campaign underway.

The Chair and Trustees extended their appreciation to all staff involved in the commissioning/decommissioning of the two facilities.

##### **(c) CAIRD PARK GOLF STARTERS' ACCOMMODATION**

It was noted that the application for planning permission would be determined by the Development Management Committee at its meeting on 17th June, 2013.

##### **(d) MEETING WITH DUNDEE YOUTH COUNCIL**

It was reported that Stewart Hunter had met with the Dundee Youth Council to discuss issues arising from their recently published manifesto relative to Sport and Leisure.

##### **(e) LEISUREACTIVE MEMBERSHIP UPDATE**

Trustees noted there were currently 3,000 Leisureactive members and that officers had been tasked with development of a pro-active recruitment/retention programme. It was anticipated that the opening of the New Olympia would boost numbers. Self employed instructors were being recruited to provide popular classes and the Les Mills programme would be introduced.

#### **V REVIEW OF CONCESSIONS AND PROMOTION OF DISCOUNTED SWIMMING PRICES**

There was submitted Report No L&CD 15-2013 seeking approval from the Board to support implementation of recommendations in Dundee City Council's Review of Concessions. (DCC Report No 234-2013 approved at Policy & Resources Committee on 20th May, 2013).

Having noted that the Finance Committee, at its meeting held on 22nd May, 2013 had approved submission of the report to the Board. The Board agreed to promote discounted swimming prices for Dundee citizens living in households entitled to Council Tax Benefit, young people from Dundee who were entitled to a KIDZ Card and current and former members of the armed forces who were entitled to benefit from the community covenant.

#### **VI HEALTH & SAFETY MANAGEMENT GROUP REPORT**

The unapproved minute of the Health & Safety Management Group meeting of 9th May, 2013 was submitted for information and record purposes.

## **VII FINANCE AND BUSINESS DEVELOPMENT**

### **(a) FINANCE COMMITTEE MINUTES**

24th April, 2013  
22nd May, 2013 (unapproved minutes)

The above minutes were submitted for information and record purposes.

## **VIII GREAT WAR PARTNERSHIP AND HERITAGE LOTTERY FUND APPLICATION**

There was submitted Report No L&CD 14-2013 informing the Board of the Great War Dundee Steering Group Partnership and plans for commemoration in the City from 2014.

The Board:-

- (i) noted the content of this report and supported the bid for Heritage Lottery Funding for a project co-ordinator to plan and promote events relating to the commemoration of World War 1 in Dundee from 2014-2019; and
- (ii) agreed, on behalf of the Great War Dundee Steering Group, that Leisure and Culture Dundee act as employer and accountable agent for the management of HLF Funds.

## **IX AMENDMENT TO DELEGATED AUTHORITY**

On a reference to Article VII(iii) of the minute of the Leisure and Culture Dundee Board of 24th August, 2011, wherein levels of delegated authority for changes to the staffing establishment were agreed, there was submitted Report L&CD No 13-2013 seeking approval for changes to Delegated Authority to improve operational efficiency whilst maintaining overall control of the organisation.

Having noted that the Finance Committee, at its meeting held on 24th April, 2013, had agreed to recommend approval of the changes to delegated authority detailed in the report the Board agreed to accept the recommendations, namely:-

- (a) Establishment Change Notes where there are no permanent additional financial implications e.g. amalgamation of part-time posts, changes to hours across posts, deletion and creation of same number of posts, temporary posts with net additional cost of £0 – authority to be delegated to the Senior Management Team.
- (b) Establishment changes resulting in permanent additional financial implications with a value of less than £20k – authority to be delegated to the Finance Committee.
- (c) Major staff restructures involving numerous staff, requiring Union consultation and with cost implications exceeding £20k – authority to be retained by the Board on recommendations made by the Finance Committee.

subject to deletion of the phrase “requiring Union consultation” from paragraph (c); it being noted that Leisure and Culture Dundee was committed to Union consultation in respect of all establishment changes and restructures.

## **X STAKEHOLDER GROUP UPDATES**

### **(a) CULTURAL SERVICES**

Alice Bovill reported on recent developments in Cultural Services. Recent repairs to the roof had been successful but a long term solution to prevent any recurrence had still to be agreed. Plans were well advanced for the Modern Masters exhibition in the autumn and the Open Day at the Collections Unit had been well attended.

Val Dinsmore reported on an innovative, interactive stakeholders event planned for 27th June, 2013 which would involve representatives from a range of partner organisations.

(b) LEISURE AND SPORT SERVICES

Alan Rae updated the Board on recent developments in leisure and sport. A stakeholder group meeting structure was now established and meetings, including one with managers in attendance, were positive and well attended. Consideration was being given to wider stakeholder meetings.

(c) LIBRARY AND INFORMATION SERVICES

Iain Luke reported that the Service had won the prestigious UK-wide Library of the Year Award. The Board welcomed this news and congratulated the Library and Information Services Team on this achievement. It was noted that the Chair had proposed a Civic Reception for staff, trustees and stakeholders group members to acknowledge this achievement.

Thereafter, Iain outlined topics discussed at the most recent stakeholder group meeting including planned summer activities, capital projects, roll out of universal benefits, the Wellgate Centre, Whitfield Library, Broughty Ferry Library and production of stakeholder leaflet. Copies of the minute of the meeting were circulated.

(d) VOLUNTEERING, EQUALITIES AND HR

Val Dinsmore advised that a diversity policy was being drafted. A short term working group had been established to develop a Welcome Pack for volunteers.

(e) FUNDRAISING GROUP

Reference was made to the recent establishment of a Fundraising Group comprising the Head Trustees from the three activity related stakeholder groups. It was reported that the group would be chaired by the Finance and Business Development Team Leader and a co-ordinated approach to fundraising would be developed.

**XI AOCB**

(a) PAPERWORK/TECHNOLOGY

Reference was made to the potential development of paperless meetings; it was noted this was a resource issue and that any electronic equipment required to be approved by DCC as network provider; Sinclair Aitken advised he would raise relevant issues with the Chief Executive of DCC.

(b) FUNDING

It was reported that subsidised, referral based swimming programmes would be run in Lochee and Strathmartine Wards over the school holidays. A report on other areas of funding was in preparation.

(c) STAKEHOLDER GROUP MEMBERS

It was reported that Stakeholder Group members had expressed interest in meeting Board members not involved in their particular group; it was suggested this could be facilitated at the AGM.

**CONFIDENTIAL ITEMS**

**XII MANAGING DIRECTOR'S OVERVIEW**

There was submitted Report No L&CD16-2013 providing the Board with a general overview of progress in the period since the April, 2013 Board meeting.

The Board:-

- (a) noted good progress on a wide variety of fronts and discussed issues highlighted in the report, and
- (b) on a reference to Article X(c) above wherein the Library and Information Services Team had been congratulated on the Library of the Year award, noted proposals for a civic reception to mark the award.

### **XIII NOMINATIONS COMMITTEE**

The Board agreed that a Nominations Committee should be established for the purposes of identifying new trustee(s) who would be expected to take up their role around the time of the 2013 Annual General Meeting. It was agreed, under paragraph 122.2 of the Constitution, that specialist HR advice should be sought from Dundee City Council, and an independent opinion on suitability should be sought from the Chief Executive of Dundee and Angus Chamber of Commerce.

*(It was remitted to the Managing Director to clarify whether independent trustees could sit on the Nominations Committee - it was subsequently confirmed that this would not be consistent with the Consultation; and therefore, following the meeting, it was agreed that the remaining members of the Nominations Committee, in terms of paragraph 122.1 of the Constitution would be: Bob Duncan, Chair; Stewart Murdoch, Managing Director; and Richard McCready.)*

Bob DUNCAN, Chairperson.