

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held at Dundee on 6th August, 2014.

Present:-

Sinclair AITKEN
Bob DUNCAN
Stewart HUNTER

Iain LUKE
Ian MATHERS

Brian GORDON
Stewart MURDOCH
Alan RAE

In attendance:-

Jayne GAIR, Library and Information Services
Caroline FINDLAY, Head of Support Services
Billy GARTLEY, Head of Cultural Services
Graham WARK, Head of Leisure & Sport

Apologies for absence:-

Richard McCREADY, Marjory STEWART, Alice BOVILL, Laura MASON and Judy DOBBIE

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 MINUTE OF BOARD MEETING HELD ON WEDNESDAY 4TH JUNE, 2014

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

III MATTERS ARISING

(i) SOCIAL MEDIA – ROLL OUT OF PRESENTATION AND STAFF TEAMS

Following the presentation to Board Members at the last meeting, a programme of similar presentations for staff had been arranged to take place on 13th and 23rd August, 2014 and 17th September, 2014. Additional sessions could be arranged if required.

(ii) WELLGATE REDEVELOPMENT

It was reported that the consultants report dealing with sound proofing/intrusion had now been received however information contained therein was extremely technical making it difficult to ascertain the full implications. The architect acting on behalf of Dundee City Council was to interpret the report and findings would be made available for members on Google Drive. The Managing Director was asked to advise the developer that the Board would reserve its position on proposals until assurances were given that any additional relocation costs etc were to be fully met by the developer.

An additional letter would also be sent to Dundee City Council detailing the verbal assurances of the developer and asking that DCC seek legal assurances on these matters.

IV MANAGEMENT TEAM'S OVERVIEW

There was submitted L&CD18-2014, by the Managing Director providing the Board with an overview of progress since the June 2014 Board meeting.

The Board noted the content of the report.

V STAKEHOLDER GROUPS – UPDATES

(i) LEISURE & SPORTS SERVICES

Alan Rae reported that a marketing strategy was in place which would enable facilities to be better promoted. The introduction of Meerkats at Camperdown Wildlife Centre was proving to be extremely popular, and the enthusiasm of staff was exemplary.

LeisureActive Membership had increased by 800 in comparison to the same period for the previous year, which was welcomed and customer surveys detailed a 98% satisfaction rate.

The Caird Park starters box was now fully operational, with the previous area being converted to a Pitch & Putt course. It was envisaged that a report would be made available to members with regards to the regional Performance Centre for Sport, as Leisure and Culture Dundee were to be involved in the operational management of this new facility.

(ii) IT

The components for the new Wi-Fi system had been ordered, which would extend Wi-Fi access within Leisure and Culture Dundee premises, including Grove and St Pauls. A meeting was scheduled for 14th August, 2014 to progress the collection management system.

(iii) PROPERTY

A meeting was to be scheduled with the Director of City Development to progress historic property issues.

Issues regarding the plant room at Olympia were continuing but it was hoped this would still be addressed under snagging works. Discussions were ongoing with the contractor regarding other disputed snagging issues and a meeting was scheduled to resolve these issues.

(iv) MARKETING DESIGN

A report was tabled detailing a proposed staffing re-structure for the management and delivery of Leisure and Culture Dundee communication functions. It was remitted to the Management Team to progress implementation with staff and trade unions

The Board approved the new structure for Leisure and Culture Dundee communication functions and the staffing establishment changed detailed in the report.

(v) VOLUNTEERING, EQUALITIES AND HUMAN RESOURCES

Targeted Mental Health Wellbeing sessions were being held in libraries, and the success/uptake of these would be monitored.

All staff were to receive World Host Training throughout September 2014, which would enhance the excellent customer service already received by customers.

(vi) LIBRARY AND INFORMATION SERVICES STRAKEHOLDER GROUP

The Stakeholder Group were to be involved in noise impact testing and findings would be reported to the Board.

External funding has been confirmed for the Great War Project, and members noted that this was highly anticipated, given the success of the recent BBC event.

Capital Funding projects were complete in The Crescent, Arthurstone and Blackness Libraries, with the next meeting of the Stakeholder Group scheduled to take place in Arthurstone Library.

The Summer Reading Challenge had been launched in partnership with all Dundee primary schools, with a movie event at the Steps Theatre to conclude the project.

A bid to further implement the Dundee Dementia Information Service was underway, further details of which would be given by Judy Dobbie at the next meeting.

(vii) **CULTURAL SERVICES**

Disappointment was expressed at parking availability problems being experienced at the Caird Hall stage door, despite assurances having been given by the Director of City Development that this would not be problematic. It was agreed that further discussion be held, remitted to staff to try to resolve these and, and a report be brought back to members.

Actions were underway to constitute a Friends of McManus Group, with an application for charitable status being submitted to OSCR.

It was further reported that targeted opening at Mills Observatory had resulted in increased attendance, and that additional funding had been confirmed for the High Mill project, which would include the restoration of Leisure and Culture Dundee's Boulton & Watt Beam Engine.

VI CAIRD HALL PROGRAMMING POLICY

There was submitted L&CD 17-2014 by the Head of Cultural Services, seeking approval to update and agree the programming policy for the Caird Hall Complex.

The Board agreed that the revised Caird Hall booking policy is adopted to prioritise the programming and use of the Caird Hall Complex to develop conference business and further enhance the cultural offering within the City.

VII HEALTH AND SAFETY MANAGEMENT GROUP REPORT

The unapproved minute of the Health and Safety Management Group meeting of 2nd July, 2014 was submitted for information.

VIII FINANCE AND BUSINESS DEVELOPMENT

(i) **FINANCE COMMITTEE MINUTES**

2nd July, 2014
30th July, 2014 (unapproved minute)

The above minutes were submitted for information and record purposes.

(ii) **AUDIT PLAN FOR YEAR ENDED 31ST MARCH, 2014**

The above noted plan was submitted for information purposes.

CONFIDENTIAL ITEMS

IX APPOINTMENTS – LEISURE AND CULTURE DUNDEE BOARD

The Managing Director briefed members on future appointments to the Leisure and Culture Dundee Board.

X FUTURE MEETINGS

(i) DATE OF NEXT MEETING

Wednesday 8th October, 2014 at 2.30 pm in the Wighton Centre, Level 2, Central Library (informal discussion and refreshments from 2 pm).

(ii) DUNDEE CITY COUNCIL/LEISURE & CULTURE DUNDEE ANNUAL REVIEW

The annual review between Lead Trustees and Office Bearers of Leisure and Culture Dundee and Dundee City Council was scheduled to take place on Tuesday, 14th October, 2014 at 2.00 pm in Committee Room 2, 14 City Square.

(iii) 2014 AGM

The AGM would take place on Friday, 7th November, 2014 in Dundee Contemporary Arts, commencing with lunch at 12.30 pm.

Nominations Committee recommendations on Board succession would be considered by Dundee City Council on 8th September, 2014.

Lord Provost DUNCAN, Chairperson.