

At a MEETING of the **LEISURE AND CULTURE DUNDEE BOARD** held at Dundee on 6th February, 2013.

Present:-

Sinclair AITKEN  
Alice BOVILL  
Sandy CAMERON  
Val DINSMORE

Bob DUNCAN  
Brian GORDON  
Stewart HUNTER  
Iain LUKE

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  
Graham WARK, Head of Leisure and Sports

Apologies for absence:-

Marjory STEWART

Bob DUNCAN, Chairperson, in the Chair

Prior to commencement of business Nigel McDowall, Planning Officer - Urban Design, Dundee City Council, gave an informative and interesting presentation on environmental improvement works underway to enhance the City Square and Caird Hall environs.

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

The Chairperson welcomed those present to the meeting and, on behalf of the Board, congratulated Alice Bovill on being awarded the British Empire Medal. Apologies for absence were noted.

Standing Declarations of Interest:-

Stewart Murdoch - employee of Dundee City Council  
Val Dinsmore - relative employee of Leisure and Culture Dundee

## **II MINUTE OF MEETING OF 5TH DECEMBER, 2012**

The above minute was submitted and approved.

## **III MATTERS ARISING**

(a) LOCHEE SWIMMING PILOT

It was reported that the full evaluation exercise was not yet finalised but current attendance figures indicated a positive impact with additional sessions added.

(b) CAPITAL PROJECTS PROGRAMME UPDATE

The Capital Projects Programme Update, detailing current projects on a site by site basis, was submitted for information.

Concerns were expressed regarding the downgrading of work on the Lynch Centre roof from replacement to repair. Details of void sessions, due to roof related problems, to be circulated for information. (Action: Graham Wark.)

It was noted that the specification for Lochee was under revision to incorporate a steam/sauna room; proposals to upgrade changing facilities to a "changing village" were also discussed and it was agreed this should be prioritised to enhance family/school usage.

## (c) NEW OLYMPIA UPDATE

It was reported that the current opening date was 24th June, 2013 with the official opening ceremony taking place on Friday, 20th September, 2013 as part of a weekend of activities.

## (d) LEAD TRUSTEE - MARKETING

It was reported that Gary Robinson was to undertake the role of Lead Trustee for Marketing Strategy.

## (e) TRUSTEES' ANNUAL REVIEW FEEDBACK

There was submitted a report updating trustees on progress relative to actions agreed following trustees' annual appraisal feedback.

The Board noted progress to date.

Relative to Item 4, finalisation of Business Plan, it was noted that the draft plan had been issued to Finance Committee members on 23rd January for consideration at a later date and was not yet approved. It was further noted that the draft plan was available to any trustee on request.

**IV RISK MANAGEMENT POLICY**

The draft Risk Management Policy was circulated and trustees were asked to forward any comments/queries to Caroline Findlay.

**V HEALTH AND SAFETY MANAGEMENT GROUP REPORT**

The unapproved minute of the Health and Safety Management Group meeting of 10th January, 2013 was submitted for information and record purposes.

**VI STAKEHOLDER GROUPS UPDATE**

## (a) LIBRARY AND INFORMATION SERVICES

Iain Luke and Judy Dobbie reported that stakeholder meetings continued to provide a good arena for discussion with the impact of welfare reform in staff and resources a major issue. The group was also looking at its role within the organisation and members had participated in Volunteers Day.

Copies of the most recent minutes were handed out.

## (b) CULTURAL SERVICES

Alice Bovill and Billy Gartley reported the group had discussed customer engagement, sponsorship and conservation. Box Office sales were up and the McManus had experienced its best Christmas figures since reopening. Museum accreditation status had been retained and press reports about the Egyptian Mummy scan extremely positive. However, problems with the gallery roof were impacting on planned exhibitions with the gallery space unusable until the problem was rectified.

## (c) LEISURE AND SPORTS SERVICES

Alan Rae and Graham Wark advised that stakeholder meetings had been deferred pending restructure of the section and review of stakeholder group remits.

## **VII FINANCE AND BUSINESS DEVELOPMENT**

### **(a) FINANCE COMMITTEE MINUTE - 23RD JANUARY, 2013**

The unapproved minute of the above meeting was submitted for information and record purposes.

With reference to Article VII(b) relative to the establishment of a Volunteer Co-ordinator post to establish and manage a team of volunteers to provide digital support to job seekers and benefit claimants clarification was given that the role of volunteers would be to provide technical support, queries relative to information and personal details would be handled by relevant partner agencies.

### **(b) BUDGET SAVINGS 2012/2013 AND REVIEW OF CHARGES**

On a reference to Article IV(b) of the minute of meeting of this Board of 6th December, 2012 wherein the Board had noted the potential impact on the Management Fee due to DCC's savings requirements, approved the proposed level of savings and noted that the full draft would be submitted to the February Board, there were submitted the Budget Savings 2012/2013 based on a 5% reduction in the Management Fee and a one off repayment of £150k, funded from savings, and the Review of Charges.

Following discussion, and having noted the Finance Committee recommended approval, the Board agreed the savings proposals and Review of Charges.

## **VIII INFORMATION ITEMS**

### **(a) BROUGHTY CASTLE FLAG**

It was reported that, to commemorate the centenary of Broughty Ferry as an independent burgh a request had been received to fly the burgh flag from Broughty Castle on one day per week throughout 2013, and for the full period of gala week.

The Board agreed to the report.

### **(b) CITY CENTRE REDESIGN**

The Board applauded the plans for redesign and refurbishment of the City Square as outlined in the presentation given to trustees prior to the meeting. However strong concerns were raised regarding plans for the loading area to the rear of the Caird Hall. The Chair and Managing Director advised they would pursue the matter with relevant City Council officials.

## **IX A O C B**

### **(a) LORD PROVOST'S YOUTH FESTIVAL**

The Chair advised of plans to hold a weekend Youth Festival in August to coincide with twinning weekend. The Festival, which would replace the Lord Provost's Youth Parade, would be produced by the Education Department and would feature a series of events at citywide locations commencing with a concert in the Caird Hall.

The Board agreed, to provide sponsorship, equivalent to the costs of hiring the Caird Hall for the opening concert, and delegated sponsorship arrangements to the Finance Committee.

### **(b) SCOTT/AMUNDSEN MEMORIAL RACE 2013**

Stewart Murdoch declared an interest by virtue of his membership of the Royal Tay Yacht Club.

Iain Luke declared an interest by virtue of being a trustee of Dundee Heritage Trust.

It was reported that the Scott/Amundsen Memorial Race between Oslo and Dundee would take place in July 2013. The Board approved the provision of free passes to Olympia for participants.

(c) **NATIONAL PERFORMANCE CENTRE**

On a reference to Article VIII(a) of the minute of meeting of this Board of 23rd November, 2011 relative to the establishment of a Steering Group to work on the Dundee bid for siting the National Indoor Football Centre and attached Football Academy in Dundee it was reported that the Stage 1 bid would be submitted, by Dundee City Council on behalf of the 8 partners to the bid, by 15th February, 2013.

The Board:

- (i) formally endorsed submission of the bid; and
  - (ii) agreed, in principle, to be involved in the running of the facility if awarded to Dundee.
- (d) **NEW OLYMPIA - ROAD SAFETY**

It was reported that full traffic safety measures would be installed with pedestrian barriers directing the public to safe road crossings.

**X DATE OF NEXT MEETING**

3 pm Wednesday, 3rd April, 2013 in the Wighton Centre, preceded by informal discussion at 2 pm.

**CONFIDENTIAL ITEMS**

**XI MANAGING DIRECTOR'S OVERVIEW**

There was submitted Report No L&CD05-2013 providing the Board with a general overview of progress in the period since the December 2012 Board meeting.

The Board noted the contents of the report.

**XII WHITEHALL THEATRE**

The Board was updated on the future support arrangements for the Whitehall Theatre.

**XIII LEISURE AND SPORTS SERVICES - RESTRUCTURE IMPLEMENTATION**

There was submitted draft Report No L&CD05-2013 by the Head of Leisure and Sport proposing a new structure for the management of Leisure and Sport Services and supporting staffing restructure.

Having heard from Graham Wark relative to the proposals the Board agreed to implementation subject to agreement from the Trade Unions and approval of DCC's Human Resources Division; any issues would be referred to the Finance Committee.

Bob DUNCAN, Chairperson.