

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held at Dundee on 8th October, 2014.

Present:-

Sinclair AITKEN
Bob DUNCAN
Brian GORDON
Stewart HUNTER

Iain LUKE
Richard McCREADY
Laura MASON

Ian MATHERS
Stewart MURDOCH
Alan RAE
Marjory STEWART

In attendance:-

Judy DOBBIE, Head of Library and Information Services
Caroline FINDLAY, Head of Support Services
Billy GARTLEY, Head of Cultural Services
Graham WARK, Head of Leisure & Sport
Paul HENEHAN, Finance and Business Development Team Leader
Gareth JACKSON-HUNT, Museum Registrar [Item VIII]

Apologies for absence:-

Alice BOVILL

Bob DUNCAN, Chairperson, in the Chair.

Prior to the formal meeting, Trustees were given a tour of the new Lower Caird Hall facilities.

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 and Marjory Stewart, employees of Dundee City Council.

II MINUTE OF BOARD MEETING HELD ON WEDNESDAY 6TH AUGUST, 2014

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

III MATTERS ARISING

(a) WELLGATE REDEVELOPMENT

It was reported that, contrary to the original proposals, the developers had now advised that the redevelopment of the Wellgate would require closure of the library for a period of up to three months. Board members felt that any closure would be unacceptable. It was further reported that clarification of the actual finance available for library refurbishment works had not yet been forthcoming.

Board members voiced concerns regarding both the negative impact of these developments on service delivery and the extent of the Trust's negotiating position given ownership and tenancy issues. It was therefore remitted to the Finance Director to engage with Dundee City Council/City Development on behalf of the Board to seek a robust redevelopment schedule from the Wellgate developers for the Central Library and guarantees about the longer terms result which would be delivered at the end of the contact.

(b) NEW TRUSTEES

It was reported that Dundee City Council, at its meeting on 8th September, 2014, had accepted the recommendations of the Nominations Committee and appointed Gillian Easson and Craig Simpson to serve as Independent Trustees, effective from the conclusion of the Annual General Meeting on 7th November, 2014.

(c) REGIONAL PERFORMANCE CENTRE FOR SPORT

Graham Wark reported that Caird Park had been chosen as the venue for the Regional Performance Centre.

IV UPDATES

(a) INFORMATION TECHNOLOGY

- 36 additional access points for wi-fi had been procured; installation programme subject to discussion with DCC's IT Department;
- a suitable Collections Management System had been identified;
- a proposal to include the Wildlife Centre in the MRM system had been submitted.

(b) PROPERTY

Reference was made to the tour of the new Lower Caird Hall facilities conducted prior to the meeting. Trustees agreed marketing of the extended facilities be deferred pending final clarification as to room availability and timescales.

(c) LIBRARY AND INFORMATION SERVICES STAKEHOLDER GROUP

Iain Luke gave a brief summary of the most recent meeting held in the refurbished Arthurstone Library. Discussion had been positive and had looked at ongoing capital projects and adult and children's events. The need for a new Lead Trustee had also been discussed.

Judy Dobbie advised that, to date, the operation of the new cafe at The Crescent had not had any adverse impact on Whitfield Library.

(d) CULTURAL SERVICES STAKEHOLDER GROUP

Billy Gartley reported on Cultural Services. Recent water ingress into the main McManus Gallery, during exceptionally bad weather, was being addressed. A contract was now in place with the V & A for their 4th Dundee Exhibition which would preview in November. 80% of funding for the Boulton Watt project had been sourced allowing the partnership with Dundee Heritage Trust to go ahead. The Mills Observatory was now operating winter opening hours with the summer programme of events having proved very successful. Interviews for the Events Co-ordinator were scheduled for 27th October, 2014. Artwork from the collection had been displayed at a recent exhibition at the Monet Gallery in Paris.

(e) LEISURE AND SPORT STAKEHOLDER GROUP

Alan Rae reported on Leisure and Sport at Camperdown. Wildlights were scheduled to commence in November and the Climate Change Project was very positive. The first Open Golf Competition had attracted 83 competitors and further development of golf would continue. LeisureActive membership levels were up and retention of members was now being actively targeted. Refurbishment of Douglas was underway and works were scheduled to take place at Olympia and Lochee in early 2015.

V LIBRARY AND INFORMATION SERVICES - READER IN RESIDENCE

It was reported for information that the Library and Information Services Section had been successful in an application to the Scottish Book Trust to host a Reader in Residence for a 12 month part time period.

The Reader in Residence, Zoe Venditozzi (a published author) would work with library staff to implement an exciting programme of events and activities across the City which would promote the love of reading to all age groups.

The programme would aim to create a new dimension to the existing reader development offer, taking the reading message to unusual venues and encouraging engagement with libraries. The first events would take place during Book Week Scotland in November.

VI PUBLIC LIBRARY QUALITY IMPROVEMENT FUNDING AWARD 2014/2015

It was reported for information that the Library and Information Services Section had been awarded funding of £10,000 from the Public Library Quality Improvement Fund to deliver a new Dundee Dementia Information Service.

The aim of the project would be to provide access to information, resources and group activities for people living with dementia, their carers, family members and people working in dementia care, in a relaxed, non-clinical library environment.

The bid was submitted in recognition of the growing levels of dementia diagnosis and the difficulties encountered by people living with dementia in accessing mainstream services. It addressed the need for a more tailored service delivered by trained library staff and volunteers with key partners, which promoted improved health and wellbeing, increased understanding and self-management of the condition and contributed to building a dementia friendly community.

VII MANAGEMENT TEAM'S OVERVIEW - OCTOBER, 2014

There was submitted Report L&CD25-2014, by the Managing Director, providing the Board with an overview of progress since the previous Board Meeting.

The Board noted the content of the report.

VIII HUMAN REMAINS POLICY

There was submitted Report L&CD22-2014 seeking approval for the Human Remains Policy required for the Museum Accreditation process.

The Board approved the Human Remains Policy as appended to the report.

IX HEALTH AND SAFETY MANAGEMENT GROUP REPORT

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

X INTENSIVE INTERVENTIONS FOR FAMILIES WITH HEALTH AND SOCIAL NEEDS

This item was withdrawn

XI FINANCE AND BUSINESS DEVELOPMENT

(a) FINANCE COMMITTEE MINUTES

The minute of the Finance Committee of 27th August, 2014 was submitted for information and record purposes.

(b) FINANCE COMMITTEE - 8TH OCTOBER, 2014

A brief verbal summary of the above meeting, held immediately prior to this Board, was given; minute to be circulated in due course.

(c) APPROVAL OF ANNUAL ACCOUNTS 2013/2014

The report and annual accounts for the year to 31st March, 2014 were circulated and it was reported that, at its meeting held immediately prior to this Board, the Finance Committee had scrutinised the accounts and agreed to recommend approval to the Board.

The Head of Support Services spoke to the accounts. Income had totalled £12,995,220 comprising the Service Fee from Dundee City Council of £7,027,000, £901,450 of restricted funds (external grants and donations), plus £5,054,938 generated from provision of trust facilities and activities. This gave a total reserve fund of £1,795,194, of which £378,807 was "Restricted Funds" and £400,000 was retained as a contingency against risk, and a further £400,000 had been committed by the Board to various projects and service improvements. Inclusion of pension liabilities resulted in an overall deficit of £10,940,262. The Finance Director outlined the position relative to the pension deficit and it was noted that the relevant figures were the result of actuarial assumptions and varied considerably on an annual basis.

Thereafter, having discussed the accounts, and noted that the external auditors had produced an unqualified audit report, the Board approved the Report and Accounts for the year to 31st March, 2014 and remitted the signing thereof, and signing of the Letter of Representation to the External Auditors, to the Chair. The Board further noted the Report and Accounts would be submitted to the AGM for consideration.

XII A O C B

(a) LIBRARY AND INFORMATION SERVICES STAKEHOLDER GROUP

The Chair thanked Iain Luke for his work on the Board and as Lead Trustee on the Library and Information Services Stakeholder Group. Any Trustee interested in taking on the role of Lead Trustee was asked to contact Stewart Murdoch or Judy Dobbie.

(b) LORD PROVOST'S CHARITY BALL

It was reported tickets for the above event were available at a cost of £45 per person; any Trustees interested in attending were asked to contact Stewart Murdoch.

XIII FUTURE MEETINGS

(a) DUNDEE CITY COUNCIL/LEISURE AND CULTURE DUNDEE ANNUAL REVIEW

2.00 pm, Tuesday, 14th October, 2014.

(b) AGM

Friday, 7th November, 2014, Dundee Contemporary Arts

12.30 pm	-	Lunch
1.00 pm	-	AGM
2.00 pm	-	Board Meeting
2.30 pm	-	Finish

Bob DUNCAN, Chair.