

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held at Dundee on 30th March, 2016.

Present:-

Alice BOVILL	Stewart HUNTER	Moira METHVEN
Bob DUNCAN	Richard McCREADY	Stewart MURDOCH
Gillian EASSON	Laura MASON	Alan RAE
Brian GORDON	Ian MATHERS	Marjory STEWART

In attendance:-

Charlotte WILSON, Culture Republic (Pre-Board Session only)
Susan GILLAN, Halls and Music Development Section Leader (Pre-Board Section only)
Billy GARTLEY, Head of Cultural Services
Judy DOBBIE, Head of Library and Information Services (Board only)
Caroline FINDLAY, Head of Support Services (Board only)
Graham WARK, Head of Leisure and Sport (Board only)
Paul HENEHAN, Finance and Business Development Section Leader (Board only)

Apologies for absence:-

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Bob DUNCAN, Chair, in the Chair.

PRE-BOARD SESSION

Charlotte Wilson, Director of Research, Culture Republic, gave a presentation on research commissioned to assess levels of usage, and satisfaction, of customers of Dundee Box Office which had been undertaken in two tranches covering 2015.

Charlotte outlined the survey method and summarised information gained relative to respondents' profile, booking preferences and experiences, before making recommendations relative to development of the website, review of marketing channels, continued provision of excellent levels of customer service, improvements to the buying experience and follow up of online bookings. She also stressed the unique nature of the Dundee experience as a multi-venue offer capable of providing a service for a range of ticketed events.

Charlotte was thanked for her presentation and left the meeting.

Thereafter the Board remitted to the Head of Cultural Services to look at development of the website, ticketing, marketing and customer services.

OPEN AGENDA SESSION

Prior to commencement of formal business the Board held a brief informal discussion on the Organisational Development Plan to 2016/17. It was agreed to keep this as a 'live document' and was remitted to the Senior Management Team to update the Plan.

BOARD MEETING

I WELCOME/DECLARATIONS OF INTEREST/APOLOGIES

The Chair welcomed Moira Methven to her first Board meeting following her appointment as Independent Charity Trustee by Dundee City Council at its meeting held on 14th March, 2016. Apologies for absence were noted.

Standing declarations of interest: Stewart Murdoch and Marjory Stewart as employees of Dundee City Council.

Declaration of Interest: Caroline Findlay: Article VI Support Services Restructure.

II MINUTE OF MEETING HELD ON 3RD FEBRUARY, 2016

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

III MATTERS ARISING

There were no matters arising not covered elsewhere on the Agenda.

IV FINANCE AND BUSINESS DEVELOPMENT

(a) FINANCE COMMITTEE - 2ND MARCH, 2016

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

(b) BUDGET 2016/2017

There was submitted Report L&CD05-2016 seeking approval for proposals required to set the Final 2016/2017 Revenue Budget. (Previously submitted to Finance Committee on 2nd March, 2016).

The Board noted that the Finance Committee had discussed the proposals in detail on 2nd March, 2016, and had further discussed proposals for associated EVR/VR and staff restructures at its meeting on 23rd March, 2016 and was recommending approval of the proposed budget and Review of Charges.

The Board:-

- (i) approved the Review of Charges as detailed in Appendix 1, to the Report resulting in total estimated additional income of £90k for the year 2016-17, required to set the final 2016-17 Revenue Budget;
 - (ii) approved the savings options identified totalling £170,000, required to set a final Revenue Budget for 2016-17;
 - (iii) noted the potential non Domestic Rates savings of £20,000 to be achieved by Dundee City Council if Leisure & Culture Dundee took on responsibility for the Ancrum Outdoor Education Centre; and
 - (iv) noted the cost pressures totalling £298,000 and the proposals to fund them, as detailed in the report.
- (c) FINANCE COMMITTEE - 23RD MARCH, 2016

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

V REORGANISATION OF LEISURE AND SPORT SERVICES

There was submitted Report L&CD09-2016 by the Head of Leisure & Sport seeking approval for the proposed re-organisation of the management of Leisure and Sport Services delivered by Leisure & Culture Dundee and the supporting staffing structure. (Previously submitted to Finance Committee on 23rd March, 2016.)

The Board:-

- (i) approved the amended structure for Leisure and Sport Services as detailed in Appendix 2 to the report; and
- (ii) approved the staffing reorganisation as detailed in the report, subject to job evaluation, where required, and clarification of job titles.

VI SUPPORT SERVICES RESTRUCTURE

There was submitted Report L&CD10-2016 by the Managing Director seeking approval of the proposed restructure of the Support Services Section of Leisure & Culture Dundee. (Previously submitted to Finance Committee on 23rd March, 2016).

The Board:

- (i) approved the new structure for Support Services as detailed in Appendix 2 to the report; and
- (ii) approved the staffing changes, as detailed in the report, required to establish the new structure.

VII SERVICE TRANSFERS FROM DUNDEE CITY COUNCIL

(a) ACTIVE SCHOOLS TRANSFER TO LEISURE & CULTURE DUNDEE

There was submitted Report L&CD07-2016 by the Head of Leisure and Sport Services relative to the above. (Previously submitted to Finance Committee on 23rd March, 2016).

The Board:-

- (i) approved the transfer of the Active Schools Service to Leisure & Culture Dundee on 1st April, 2016; and
- (ii) remitted to officers to finalise how best to provide for the current provision of administrative and clerical support the Active Schools Service received from the Council as part of the transfer arrangements.

(b) OUTDOOR LEARNING SERVICE TRANSFER TO LEISURE AND CULTURE DUNDEE

There was submitted Report L&CD07-2016 by the Head of Leisure & Sport relative to the above (Previously submitted to Finance Committee on 23rd March, 2016).

The Board:-

- (i) approved the transfer of the Outdoor Learning Service to L&CD on 1st April, 2016;
- (ii) remitted to officers to liaise with the Council in order to provide an agreed budget for the service transferring; and
- (iii) noted that if there was a deficit at the end of the first year Dundee City Council would cover this to ensure no detriment to Leisure & Culture Dundee.

VIII EVENT DEVELOPMENT

There was submitted Report L&CD12-2016 by the Head of Cultural Services reporting on event development since the Event Co-ordinator was appointed in January 2015 and setting action points for 2016.

The Board acknowledged the achievements from 2015, and the actions for 2016, and remitted to the Head of Cultural Services to provide a further update in August, 2016.

IX MANAGEMENT TEAM REPORT - MARCH, 2016

There was submitted Report L&CD08-2016 by the Managing Director.

The Board:-

- (i) noted progress made with implementing agreed developments;
- (ii) noted the strategic issues which the Senior Management Team were addressing; and
- (iii) approved the proposal that L&CD join the partnership group trying to find a future, viable use for Camperdown House; and

The Board further noted that Lochee Leisure Centre had re-opened on Monday, 14th March following upgrade of the Changing Village and Sauna Suite Area.

It was remitted to the Head of Leisure & Sports to review usage, especially relative to the Sauna Suite, and provide an update to the June Board.

The Chair commended all staff involved in the refurbishment and in the successful relaunch of the facility.

X HEALTH AND SAFETY MANAGEMENT GROUP REPORT

The unapproved minute of the Health and Safety Management Group meeting of 10th March, 2016 was submitted for information.

It was noted that Health & Safety Training for Trustees, and members of the Extended Management Team, would take place on 22nd April.

XI AOCB

No matters were raised.

XII DATE OF NEXT MEETING

Wednesday, 8th June, 2016 in Conference Room 6, Caird Hall.

2.00pm – Dundee City Council Chief Executive to attend for pre-meeting discussion with Trustees.

3.00pm - Tea/Coffee

3.15pm - Board Meeting

Bob DUNCAN, Chair.