

At a MEETING of the **LEISURE AND CULTURE DUNDEE BOARD** held at Dundee on 3rd April, 2013.

Present:-

Sinclair AITKEN
Alice BOVILL
Val DINSMORE
Bob DUNCAN

Brian GORDON
Stewart HUNTER
Iain LUKE
Richard McCREADY

Stewart MURDOCH
Alan RAE
Gary ROBINSON
Marjory STEWART

In attendance:-

Judy DOBBIE, Head of Information and Library Services
Caroline FINDLAY, Head of Support Services
FIONA SINCLAIR, Museum Services Section Leader
Graham WARK, Head of Leisure and Sports
Susan GILLAN, Halls and Music Development Section Leader (Item XIII only)

Apologies for absence:-

Sandy CAMERON

Bob DUNCAN, Chairperson, in the Chair

BRIEFING: HEALTH AND SAFETY FOR TRUSTEES

Prior to commencement of business Neil Doherty, Health and Safety Co-ordinator, Dundee City Council, provided a briefing for the trustees on their roles and responsibilities, relative to health and safety, as charity trustees.

I WELCOME/STANDING DECLARATIONS OF INTEREST

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

II MINUTE OF MEETING OF 6TH FEBRUARY, 2013

The above minute was submitted and accepted as a correct record subject to clarification, relative to Item XIII, that agreement to remit any issues arising from the consultation on the restructure of Leisure and Sports Services to the Finance Committee related only to minor issues. This had been to allow implementation to proceed without undue delay; should any significant issues or concerns have been raised the full Board would have been consulted. The Managing Director and Head of Leisure and Sports both confirmed that no substantive issues had arisen from meetings with the Trade Unions or staff implementation was therefore underway.

III MATTERS ARISING

(a) CAIRD HALL

On a reference the presentation on environmental improvement works to the City Square and Caird Hall held prior to the February Board meeting, whereafter concerns had been raised regarding stage door parking provision, it was reported that assurances had been received that adequate provision would be available for Caird Hall events.

(b) CAPITAL PROJECTS

The Head of Support Services updated the Board:

- Central Library toilet refurbishment snagging complete
- Caird Hall ventilation issues resolved
- Blackness Library refurbishment - going well
- Broughty Ferry Library lighting - approved
- Lochee Boiler replacement - Leisure Centre to close on 13th April for approximately between seven and nine weeks. Centre users to be advised of the closure and provided with information about alternative provision. Upgrade of the changing rooms deferred until next round of capital works.
- Lynch Roof - waiting for specialist report and recommendations.

(c) NEW OLYMPIA

Works programme currently on course for opening on 24th June prior to school holidays. Olympia to close on 9th June following Dundee City Aquatics 'Stars of the Future' Gala.

(d) LEISURE AND SPORT RESTRUCTURE

On a reference to Article II above it was noted that implementation of the restructure proposals was underway. An all staff briefing, attended by 125 staff, had been held on 26th March. Sinclair Aitken and Alan Rae had also attended in their roles as Vice Chair and Lead Trustee respectively.

IV STAKEHOLDER GROUPS REVIEW

On a reference to Article III(e) of the minute of this Board of 6th February, 2013 wherein progress on actions arising from trustees' annual appraisal feedback was noted here was submitted Report L&CD08-2013 advising that the Senior Management Team had carried out a review of the stakeholder groups for their respective areas of service.

The Board agreed:-

- (a) that the essential purpose of the stakeholder groups, as agreed in September, 2011, should not be changed;
- (b) that the lead trustee and up to two additional trustees should form a sub committee which would both work with the wider stakeholder group and work with service management teams in taking forward this remit;
- (c) that the number of trustees on each stakeholder group should, as appropriate, be reduced to ensure that trustees could take on additional roles, as identified in the annual review process, as detailed in the appendices to the report.

It was agreed that lead trustees be appointed for:

- Volunteering, equalities and HR - Val Dinsmore
 - Fundraising - Iain Luke, Alan Rae and Alice Bovill
 - IT and use of new technology and property - Sinclair Aitken
 - Customer Feedback - Gary Robinson
- (d) that the process of working with stakeholder groups and broadening the base of engagement with the areas of service delivered by the SCIO should continue to be refined and a further report brought back in eighteen months on progress.

V PURCHASE OF MODULAR BUILDING - CAIRD PARK GOLF COURSE

There was submitted Report L&CD09-2013 seeking approval to accept the tender from Elite Systems (GB) Ltd for the provision of a Modular Building for Caird Park Golf Course Starters.

The Board:-

- (a) approved the acceptance of the tender from Elite Systems (GB) Ltd in the sum of £85,761 (ex VAT) to provide a Modular Building to accommodate the Golf Starter Function, a Golf Shop and Training Facility at Caird Park Golf Course;
- (b) instructed Dundee City Development to make the necessary arrangements for the installation of the Modular Building, in conjunction with the Head Greenkeeper, and
- (c) noted that Dundee City Council approved Report 96-2013 at the City Development Committee on 25th February, for the Enabling Works to provide Electrical, IT, Telephone and water connections to the Modular Unit.

It was noted that, due to the timescales involved, and on a reference to Article 2-3 of the minute of the Health and Safety Management Group held on 7th March, 2013, the report had previously been circulated to all trustees seeking delegated authority for the Managing Director to accept the recommended tender from Elite Systems (GB) Ltd in the sum of £85,761 (ex VAT), and further requesting authorisation for additional expenditure, up to £5,000, if required, for contingencies. No objections had been received and the report and provisional additional contingency funding, had therefore been deemed approved.

VI LOCHEE SWIMMING PILOT

The Lochee Pilot Evaluation and Recommendations Report was circulated and discussed.

The Board noted that positive feedback had been received from participants in respect of the two pilot programmes 'Family Splash' and 'Splash in the City' but that further research was required regarding non-users and barriers to participation in physical activity. Current evidence suggested ongoing support would be required to overcome a range of barriers, including ancillary costs required to facilitate attendance and a partnership approach to maximise participation levels was therefore recommended.

Proposals under development, in partnership with Dundee City Council, to provide an Active City programme, including concessionary access, were noted and suggestions from the Board relating to costs of travel would be considered as part of the development of the proposed programme.

VII HEALTH AND SAFETY MANAGEMENT GROUP REPORT

The unapproved minute of the Health and Safety Management Group meeting of 7th March 2013 was submitted for information and record purposes.

On a reference to Article 5 the Health and Safety Action Plan 2012/2015 was appended for the information of all trustees.

Reference was made to the informative briefing on health and safety provided by Neil Doherty, Health and Safety Co-ordinator, Dundee City Council, prior to the Board meeting and the trustees noted that Neil attended meetings of the Health and Safety Management Group.

VIII FINANCE AND BUSINESS DEVELOPMENT

- (a) FINANCE COMMITTEE – 20TH MARCH, 2013

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

- (b) INCOME AND EXPENDITURE ACCOUNT FEBRUARY, 2013

The Income and Expenditure Account for the eleven months to the end of February, 2013 was submitted and noted.

The overall position showed an underspend of £351k against budget.

(c) CULTURAL SERVICES STAFFING

On a reference to Article VI of the minute of meeting of the Finance Committee of 20th March, 2013, there was submitted Report L&CD12-2013 asking the trustees to consider the proposed staff restructure within Cultural Services.

Having heard that the Finance Committee recommended approval of the staff restructure the Board agreed:-

- (i) to respond to the requirements of the service that the full time Curator of Zoology and Botany post (Natural History) be split into two posts. One for Natural History at 18.5 hours per week, and the other for Social History at 23 hours per week. The additional 4.5 hours to be met by a requested reduction in working hours by the Section Leader Museum Services;
- (ii) that the post of Museum Registrar be re-graded from Grade 10 to Grade 9 in line with the post's duties.
- (iii) the permanent reduction in hours to 29 hours for the Section Leader of Fine and Applied Art, and a requested reduction in hours to 29.6 hours for the Section Leader of Museum Services, be replaced by a 37 hours of Curatorial Assistant post. This post, although at a lower grade, would support these posts and other requirements across Curatorial services, including documentation, new accessions, loans, collections online and photo reproduction services. The post would also be seen as an opportunity for recent graduates to gain much needed experience in the world of museums and galleries.
- (iv) the title of Retail Assistant, grade 5, be changed to Retail Co-ordinator, grade 5 to more accurately reflect the role of the post across the three Cultural Services retail outlets in the McManus, Broughty Castle Museum and Mills Observatory; and
- (v) that following changes to line management responsibility within Cultural Services the section presently title Creative Learning and Operations be changed to Learning and Engagement with the designation of the Section Leader Creative Learning and Operations correspondingly changed to Section Leader Learning and Engagement.

(d) RISK MANAGEMENT POLICY

The Board agreed to the recommendation of the Finance Committee to adopt the Risk Management Policy.

(e) BUSINESS PLAN 2013/2017

The Board agreed to the recommendation of the Finance Committee to adopt the Business Plan 2013/2017 noting that the Plan would be finalised to take account of comments and reviewed annually. Copies to be supplied to all trustees.

IX STAKEHOLDER GROUPS UPDATE

(a) LEISURE AND SPORTS SERVICES

Alan Rae reported that two successful meetings had been held. A major topic of discussion had been the identification of resources to enhance promotion of leisure and sport and generate higher levels of income, with particular emphasis on pro-active management of Leisureactive. This would be discussed further at the next meeting of the Finance Committee in the first instance.

(b) CULTURAL SERVICES

Iain Luke updated trustees on the recent stakeholder meeting, the minute of which was circulated for information.

Marjory Stewart congratulated Judy and her team for the work they were undertaking to ensure that libraries would make a positive contribution towards assisting customers with the impact of welfare reform.

(c) CULTURAL SERVICES

Alice Bovill updated the Board on issues discussed at meetings including works scheduled for the McManus roof, feedback from the survey of the Caird Hall, stakeholder event planned for June and discussions with City Development staff relative to sponsorship opportunities. Minute to be circulated.

(d) MARKETING

• UNIVERSITY OF ABERTAY

Gary Robertson reported that, as part of the development of marketing, students on the Marketing and Business Course at the University of Abertay had been involved in a project to develop an app for possible use by L&CD. 90 students had taken part in the project and a full day of presentations, comprising a variety of mediums (apps/web/radio) had been held on 29th March. The standard of ideas had been extremely encouraging a report would be submitted to the next Board meeting.

• PUBLIC ART

It was reported that plans for a public art project to raise funds for conservation at the McManus were underway; it was intended to produce a collage of famous Dundonians created from faces of the general public - final medium still under discussion.

X INFORMATION ITEMS

(a) DUNDEE YOUTH COUNCIL - MEETING REQUEST

It was reported that Dundee Youth Council had asked to meet with L&CD to discuss issues arising from their recently published manifesto relative to Sport and Leisure in Dundee.

The Board remitted Stewart Hunter to attend. Alice Bovill indicated she would like to contribute.

XI AOCB

Trustees were asked to note The Creation of the We Dundee website www.wedundee.com to support Dundee's bid to become UK City of Culture 2017.

The undernoted items were discussed under the confidential part of the agenda.

XII MANAGING DIRECTOR'S OVERVIEW

There was submitted Report L&CD11-2013 providing the Board with a general overview of progress in the period since the February, 2013 Board meeting.

The Board:-

- (a) noted good progress as detailed in the report;
- (b) agreed the contribution to sponsorship of the Scott/Amundsen Event at the level detailed;

- (c) agreed the provisional sum for the potential Cultural Engagement Event at the level detailed;
- (d) discussed future support arrangements for the Whitehall Theatre; and
- (e) noted that capital works were due to commence at the Lochee Swimming and Leisure Centre.

XIII WHITEHALL THEATRE

The Board discussed, in detail, the position of L&CD relative to the Whitehall Theatre Trust.

XIV FREEDOM OF INFORMATION - EXTENSION OF COVERAGE

The Board was advised that, due to the level of funding received from Dundee City Council, Leisure and Culture Dundee was now subject to Freedom of Information regulations. This would make no material difference to the voluntary position previously adopted.

XV DATE OF NEXT MEETING

Wednesday, 5th June, 2013.

In light of the anticipated agenda it was agreed the Board meeting should commence at the earlier of time of 2.00 p.m. [Please note meeting will actually commence at 2.15pm in the Wighton Centre].