

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held at Dundee on 3rd December, 2014.

Present:-

Sinclair AITKEN
Alice BOVILL
Gillian EASSON

Brian GORDON
Stewart HUNTER
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

Apologies for absence were intimated from Bob DUNCAN, Richard McCREADY and Craig SIMPSON

Sinclair AITKEN, Vice-Chair, in the Chair.

PRE-BOARD SESSION

Trustees were briefed on the upcoming Olympia Refurbishment and Post Contract Works Programme.

BOARD MEETING

I WELCOME/STANDING DECLARATIONS OF INTEREST/APOLOGIES

The Chair welcomed those present to the meeting and apologies for absence were noted.

Standing Declarations of Interest – Stewart Murdoch and Marjory Stewart, employees, Dundee City Council.

II MINUTES OF BOARD MEETINGS:

- (a) 8TH OCTOBER, 2014
- (b) 7TH NOVEMBER, 2014 (POST AGM)

The above minutes were submitted and accepted as correct records.

III MATTERS ARISING

- (a) WELLGATE REDEVELOPMENT

It was reported that the developer had confirmed the library would have to close for three months while works took place; options for minimising disruption to service delivery were being investigated. Assurances regarding financial contribution towards enhanced library facilities post development had been received from the developer.

The Board also noted that, although a timetable for the development was not yet available, it was proposed the relocation of staff to Lower Caird Hall proceed, subject to availability of advance capital investment from Dundee City Council.

- (b) TRUSTEE ROLES

Lead Trustee and Lead officer roles for 2014/2015 were noted.

IV UPDATES

(a) PROPERTY

Sinclair Aitken and Caroline Findlay updated the Board on property matters.

Regular meetings continued to be held with officers from Dundee City Council relative to capital projects and a meeting was to be arranged to clarify the process for unplanned repairs. The Lynch Centre continued to be affected by water ingress and a full survey of the building would be undertaken to inform any decision in the long term future of the facility; options for displacement of activities were discussed. The development of the Regional Sports Centre and potential impact on funding allocation was noted.

(b) LIBRARY AND INFORMATION SERVICES STAKEHOLDER GROUP

Laura Mason provided an update on matters discussed at the October Stakeholder meeting including the CCTV upgrade, progress in installation of the PC self-booking system, equipment for the Maklab Partnership, recent Freedom of Information requests, scheduled events and school pupil involvement in the Children's Book Prize competitions.

(c) CULTURAL SERVICE STAKEHOLDER GROUP

Gillian Easson provided an update on the November meeting. The Board noted the application for museum accreditation had been submitted, the Roman Empire exhibition preview was scheduled for 22nd January, McManus and Caird Hall staff were undertaking World Host training, the new Events Co-Ordinator would commence work in January and the McManus 168 had submitted their SCIO application to OSCR. Future priorities of the Group included preparation for the forthcoming anniversary of the McManus in three years time.

Thereafter the Board discussed the roll out of World Host training to staff and trustees.

(d) LEISURE AND SPORT SERVICES

Alan Rae reported on leisure and sport with particular reference to development of the golf portfolio and the need to provide an enhanced visitor experience. He also advised that a positive meeting had been held with SportScotland to discuss sport in the City and that SportScotland had renewed their commitment to the Active Schools Programme. Signage and branding of facilities continued to be an issue. New signage for St. Paul's and Grove was with DCC Procurement to progress.

(e) IT

Caroline Findlay provided a brief update on the MRM booking system, installation of additional Wi-Fi capacity and the Collections Management System (Museums).

Thereafter the Board discussed issues relative to the current interactive displays in The McManus and noted that some issues would be addressed by installation of the new Collections Management System.

(f) COMMUNITY ENGAGEMENT

Alice Bovill reported on this new initiative which would involve all aspects of Leisure and Culture Dundee. A list of priorities would be collated and submitted to a future meeting.

V INFORMATION SHARING CODE OF PRACTICE

There was submitted Report L&CD32-2014 by the Managing Director proposing adoption of the information sharing protocol produced by the Care and Protection Group of the public sector partners in Dundee.

The Board agreed to:-

- (i) adopt the Code of Practice for Information Sharing; and
- (ii) communicate the Code of Practice throughout all sections of Leisure and Culture Dundee by tasking the Extended Management Team to disseminate and explain the contents of the Code of Practice.

VI MANAGEMENT TEAM'S OVERVIEW - DECEMBER 2014

There was submitted Report L&CD30-2014 providing the Board with a general overview of progress in the period since the October Board meeting.

The Board noted the report.

The Board also agreed that, due to the development of other reporting mechanisms, there was no longer a requirement for the Managing Director to provide such a detailed report and that the report format would therefore be amended in future.

VII HEALTH AND SAFETY MANAGEMENT GROUP REPORT

The unapproved minute of the Health and Safety Management Group held on 13th November, 2014 was submitted for information.

VIII FINANCE AND BUSINESS DEVELOPMENT

(a) FINANCE COMMITTEE MEETINGS

- 8th October, 2014
- 29th October, 2014
- 26th November, 2014 (unapproved minute)

The above minutes were submitted for information and record purposes.

Brian Gordon raised concerns regarding Phase 2 of the Box Office Review and the reference to annualised contracts. Assurances were given that no decisions would be made before a robust assessment of the impact of the revised opening hours on workload capacity had been carried out. Annualised hours was just one option to be considered and any recommendations would be subject to management review and formal consultation with staff and Trade Unions prior to being submitted to the Finance Committee and the Board.

IX AGM 2015

The Board agreed to change the date of the 2015 AGM to Wednesday, 18th November, 2015.

X AOCB

(a) DUNDEE CULTURAL STRATEGY

Stewart Murdoch reported, for information, the Dundee Cultural Strategy was currently being discussed by various agencies across the City. The strategy had been drafted in the hope that UNESCO would appoint Dundee as the first City of Design in the UK – a position confirmed on 1st December, 2014. Stewart hoped that Leisure & Culture Dundee would play a key role in these developments.

(b) ANNUAL REVIEWS

Sinclair Aitken confirmed that the Annual Reviews were now complete and a summary and action plan would be brought forward for discussion at the next Board meeting.

XI DATE OF NEXT MEETING

Wednesday, 4th February, 2015 at 2.30 pm in the Wighton Centre. (Refreshments and informal discussion from 2 pm – Topic: The Regional Performance Centre for Sport).

Sinclair AITKEN, Vice Chair.