

**Culture and Sport Glasgow (trading as Glasgow Life)
(A Company which is a Scottish charity (Scottish charity number SC037844)
incorporated in Scotland under the Companies Acts with company number
SC313851)**

MINUTE of a MEETING of Directors of
Culture and Sport Glasgow held at the
National Hockey Centre, Glasgow on 3
September 2013 at 10am.

- Present: Councillor Archie Graham (Chair)
Mr Mel Young
Sir Angus Grossart
Dr Lesley Sawers
Councillor Emma Gillan
Councillor Frank McAveety
Dr Bridget McConnell
- Attending: Susan Deighan, Depute Chief Executive, Martin Booth, Director of Finance, Ian Hooper, Director of Sport and Special Projects, Jill Miller, Director of Cultural Services, Mark O'Neill, Director of Policy and Research, James Doherty, Media Manager, Lynda Campbell, Business Support Manager, and Allan Drysdale, Liaison Officer, all Culture and Sport Glasgow, and Stephen Phillips, Burness Paull and Williamsons LLP.
- Apologies: Sir Duncan Rice, The Rt. Hon. Sir George Reid, Mr Dilawer Singh and Councillor Soryia Siddique

1. Welcome, notice and quorum noted.

Having noted that the relevant notice had been issued and a quorum was present, the Board agreed to proceed to business as hereinafter minuted.

The Chair informed the meeting that sadly since the last Board meeting Councillor Allison Hunter had passed away following a long battle with cancer. The meeting stood to pay their respects to Councillor Hunter and the Chair paid tribute to her contribution as a Board member and support of the organisation.

Additionally the Chair advised that Sir Duncan Rice had tendered his resignation as a Director of the Company due to health reasons, and thanked him on behalf of the Board for his contribution as a Board Member.

The Chair further informed the meeting that the Rt. Hon. Sir George Reid was unable to attend as a result of a recent operation and the Board wished him a speedy recovery.

2. Apologies noted.

The Board noted that apologies had been received from Sir Duncan Rice, The Rt. Hon. Sir George Reid, Dilawer Singh and Councillor Soryia Siddique.

3. Minute of previous meeting approved.

The minute of the previous meeting of 11 June 2013 was submitted and approved.

4. Matters arising noted.

With reference to the minute of 11 June 2013 and paragraphs

7(1)(ii) in respect of the Annual Review and Performance Report, a final version had been circulated to Board Members; and

8(1)(ii)(A) that the Spoliation, Return or Repatriation of Artefacts working group had now had its first meeting to consider a spoliation request and a further meeting was required prior to a final decision being made.

5. Update by the Chief Executive noted and agreed.

The Chief Executive updated the Board on a number of issues which included

- (1) a report in relation to the Burrell Renaissance which
 - (a) advised that the Burrell Bill Committee had now been established, and the first meeting would take place on Monday 9 September at which Councillor Archie Graham, Sir Angus Grossart, and Dr Bridget McConnell had been invited to give evidence;
 - (b) informed that draft plans for the Burrell tour were progressing and that the next meeting of the Burrell Renaissance would consider initial proposals for venues alongside the draft tour pack and outline business plan. It was noted that these were all subject to the outcome of the parliamentary process;
 - (c) outlined the milestones in respect of the refurbishment and redisplay of the Burrell;
 - (d) highlighted that with regard to fundraising discussions were continuing with potential corporate partners and that a project plan for the overall fundraising campaign was being developed; and

- (e) detailed that in respect of public relations, specialist support was being sought for two distinct areas and a procurement process was underway to identify suitable organisations..
- (2) a presentation by the Director of Sport and Special Projects with regard to the 2014 Commonwealth Games and Glasgow's Venue Legacy which
 - (a) detailed the five sporting venues which had been built or redeveloped to host the 2014 Commonwealth Games and legacy which these venues would deliver to the City; and
 - (b) highlighted the success of events and competitions which had already taken place at these venues which demonstrated their readiness to hold major events.
- (3) the submission of a report which advised the Board of Glasgow's unsuccessful bid for the 2018 Youth Olympic Games, the benefits arising from making the bid, and the three areas identified which would capitalise on the work undertaken in making the bid.

After consideration the Board

- (a) with regard to the Burrell Renaissance noted
 - (i) the update provided; and
 - (ii) that a more detailed report would be provided at the next Board meeting following the Burrell Renaissance meeting on 13 September.
- (b) with regard to the 2014 Commonwealth Games and Glasgow's Venue Legacy noted
 - (i) the content of the presentation; and
 - (ii) that a report would be provided to the next Board meeting on the strategy for venue use in the lead up to and during games-time;
- (c) with regard to Glasgow's unsuccessful bid to host the 2018 Youth Olympic Games noted
 - (i) the report provided; and
 - (ii) that the correspondence from the Chief Executive to the enquiry from King's College, London into the linkage between culture and sport would be circulated to the Board.

6. Reports by Depute Chief Executive.

(1) HR update noted.

The Depute Chief Executive provided the Board with a verbal update in relation to the acceptance of a three year pay award for staff backdated to 1 April 2012, and also

advising of the Joint Trade Unions recent claim for staff working during the Commonwealth Games.

The Board noted the verbal update provided.

(2) Performance Report noted.

There was submitted a report by the Depute Chief Executive

- (a) updating the Board on the Company's non-financial performance from 1 April 2013;
- (b) advising
 - (i) that overall performance continued to meet or exceed target for four indicators, and only one indicator, the number of recorded visits to museums and galleries was down, largely due to the spell of warm weather which resulted in less visitors as people chose to pursue outdoor based activities;
 - (ii) of the breadth of learning provision and extent of volunteering delivered, with progress being measured by the number of sessions delivered, opportunities created and participation rates across the broad range of programmes offered;
 - (iii) of the Company's responsibility for the Active theme within Glasgow's Commonwealth Games Legacy Framework, and the current status of the projects within this theme and the Company's contribution to the four other Legacy themes and the current status of these projects; and
 - (iv) with regard to sickness and absence figures, four weekly meetings with the Depute Chief Executive and managers of areas identified as 'hotspots' take place where the approach to attendance management and review the actions taken are discussed.

After consideration the Board noted the summary performance from 1 April 2013 including details on the Company's staffing levels and sickness absence.

(3) Digital Inclusion and Welfare Reform – Glasgow Libraries noted.

There was submitted a report by the Depute Chief Executive which set out the Company's response to current and planned changes to the benefits system and the role of Glasgow Libraries, along with City partners, in delivering support, advice and learning services.

After consideration the Board noted:

- (a) the content of the report; and
- (b) that further reports detailing the findings of the evaluation aspect of the project would be brought to a future meeting of the Board.

7. Report by Director of Cultural Services.

(1) Collections Agreement Annual Report noted and agreed.

There was submitted a report by the Director of Cultural Services providing the Board with performance information relating to the Collections Agreement

- (a) advising that the Collections Agreement required that Culture and Sport Glasgow keep Glasgow City Council informed of progress of the performance by Culture and Sport Glasgow of its obligation; and
- (b) detailing a summary of information relating to the Collections Agreement for the period from 1 April 2012 to 31 March 2013.

After consideration the Board

- (i) noted the performance information relating to the Collections Agreement; and
- (ii) agreed that the report be referred to Glasgow City Council for their information.

8. Report by Director of Policy and Research

(1) Volunteering

There was submitted a report by the Director of Policy and Research providing the Board with information in relation to the Company's Volunteering Strategy for the 2014 Commonwealth Games and beyond.

After consideration the Board noted the information provided within the report.

9. Reports by Director of Finance.

(1) Culture and Sport Glasgow Statutory Accounts 2012/13 approved.

The Director of Finance submitted the draft accounts and draft reports of the directors and auditors for the financial year ended 31 March 2013.

After consideration, the Board approved the accounts and the reports of the directors and auditors for the financial year ended 31 March 2013.

(2) Financial update noted.

There was submitted a report by the Director of Finance which informed the Board of the Company's financial performance to 2 August 2013 advising that

- (a) the overall position at Period 5 was a deficit of £1,029k which was a negative variance of £336k against budget;
- (b) overall income was £108k ahead of budget largely due to the strong performance of the Glasgow Club, however, Operating Income overall was £105k behind budget;

- (c) overall expenditure had a negative variance of £514k, and that whilst employee costs were on budget overall there was an overspend of £456k on Glasgow Sport employee costs, which was being managed within the Sports division and which would be reduced throughout the year; and
- (d) the CIC had a year to date profit of £615k which was £206k behind budget which was due to difficult trading conditions with secondary spend being down due to the economic conditions.

After consideration the Board noted the financial position for Period 5.

(3) Disposal of Property approved.

There was submitted a report by the Director of Finance which asked the Board to approve the donation of Activ8 Gym equipment to the Stonedyke Community Centre which was now surplus to requirements.

After consideration the Board approved the donation of the Activ8 Gym equipment to the Stonedyke Community Centre.

(4) Risk Register noted.

There was submitted a report by the Director of Finance advising of the outcomes of the recent review of the risk register carried out in August 2013, and detailing the top 5 risks to the Company.

After consideration the Board noted the content of the report in relation to the risks to the Company to August 2013, and that the risk register was formally reviewed on a 6-monthly cycle

10. Report by Director of Sport and Special Projects.

(1) Capital Programme update noted.

There was submitted a report by the Director of Sport and Special Projects which informed the Board of progress on projects included in the Capital Programme.

The Board were advised that

- (a) with regard to Tollcross International Swimming Centre construction of the further extension at the north east gable wall (Phase 2) had commenced, and that works to replace the movable floating floor in the main competition pool would also be undertaken during this period, this would result in the closure of the main competition pool from mid October to early December 2013;
- (b) in relation to Kelvingrove Lawn Bowls Centre, that the venue successfully hosted the British Isles Four Nations International event in May, and the Eight Nations Invitational event in August 2013, and received positive feedback from participants;
- (c) with regard to the National Hockey Centre, that the building handover took place in mid-July, with Scottish Hockey occupying the upper office floor from end of July, and the facility opened to the public at the end of August 2013;

- (d) Scotstoun Leisure Centre's squash courts have proven popular and hosted their first event, the Junior Scottish Inter Area Championships in April, however, some improvement works to finishes and movable walls had been carried out by a specialist repair team;
- (e) works were underway at Glasgow Royal Concert Hall and structural steelwork to the new auditorium had started, along with the demolition work to the existing building, with works to the retail units scheduled to complete in June 2014; and
- (f) Glasgow City Council approved £16.5 million of funding for the Kelvin Hall project on 13 June, and a decision on round 2 of the HLF application was due to be made on 24 September. Should this funding be secured the main contract would commence in the Spring of 2014 with completion expected by early 2016.

After consideration the Board noted the progress of projects included in the Capital Programme.

11. **AOCB.**

There being no further the business the Chair drew the meeting to a close.

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Chair