

Culture and Sport Glasgow
(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 the Board
of Directors of Culture and Sport
Glasgow held at St Mungo's
Museum of Religious Life and Art,
Glasgow on 2 September 2009 at
10.30am.

- Present: Lord Macfarlane of Bearsden (Chair)
Councillor Stephen Curran
Sir Angus Grossart
Councillor Allison Hunter
Bridget McConnell (Chief Executive)
The Rt Hon George Reid
Lord Stevenson (by conference
phone)
- Apologies Bailie Elizabeth Cameron
Councillor Aileen Colleran
Councillor Steven Purcell
Bailie Allan Stewart
- Attending: Charles Beattie, Director of Finance/Deputy Chief Executive, Susan
Deighan, Director of Strategic Planning and Corporate Services
James Doherty, Media Manager; Ian Hooper, Director of Special
Projects, Jill Miller, Director of Operations; Anne Gilmour, Liaison
Officer all Culture and Sport Glasgow; Stephen Phillips of Burness
LLP (company secretary).

1 Welcome and opening remarks noted.

Lord Macfarlane welcomed all present to the meeting.

2 Notice and quorum agreed.

Having heard the Chair advise that relevant notice of the meeting had been issued and a quorum was present, the Board agreed to proceed to business.

3 Presentation on the National Indoor Sports Arena and Velodrome by Director of Special Projects noted.

The Board noted a presentation by Ian Hooper, Director of Special Projects regarding the National Indoor Sport and Velodrome (NISA)

- (1) advising of the geographical area and site plan of NISA including the layout and shape of the building and the facilities included in the venue;

- (2) outlining the procurement and tender process as well as project costs and information on the funding package;
- (3) highlighting the significance of the venue notably as a major indoor sports facility but also Scotland's first Indoor Velodrome and its importance for the Commonwealth Games and beyond, as a local and national training centre for a number of sports and as a community sport facility within a major regeneration area;
- (4) detailing the wider economic significance of the project in terms of job creation and training, regeneration, business opportunities; and
- (5) intimating that the facility would be a stimulus to sports participation and physical activity in a priority area.

The Board thanked Ian Hooper for his presentation.

4 Minutes of previous meeting approved.

The minute of the previous meeting of 18 June 2009, having been circulated prior to the meeting, was approved.

5 Matters arising.

The Chair advised that the matters arising from the previous minute were included as part of this Agenda.

6 Minute of the Nominations Committee noted

The Minute of the Nominations Committee held on 18 August 2009 was noted and referred to Glasgow City Council for approval.

7 Minute of the Audit Committee approved

The Minute of the Audit Committee held on the 20 August 2009 was submitted and approved.

8 Report and Group Financial Statements for the year ended 31 March 2009 approved.

There was submitted a report by the Chair of the Audit Committee detailing the Company's Report and Group Financial Statements for the year ended 31 March 2009.

After consideration, the Board approved the Company's Report and Group Financial Statements for the year ended 31st March 2009.

9 Reports by the Chief Executive

(1) Chief Executive's Update noted

There was submitted a report by the Chief Executive outlining a number of issues during which she highlighted

- (a) Glasgow City Council's review of the Governance of Cultural Venues operated by Glasgow Cultural Enterprises (Glasgow Royal Concert Hall, the City Halls and the Fruitmarket) advising that
 - (i) following a review by consultants Price Waterhouse Coopers LLP, Glasgow City Council had recommended that further work take place to examine the implications of bringing the above venues into the management of Culture and Sport Glasgow;
 - (ii) a working group comprising all stakeholders had been established to further consider this option and specifically to focus on the financial and operational aspects with a separate group being formed to examine the artistic elements of the proposal;
 - (iii) a number of workstreams had been established to work up the elements of a business case for the future governance and management of the venues concerned
 - (iv) the outcome and business case would be presented to Glasgow City Council and Culture and Sport Glasgow Board towards the end of the calendar year; and
- (b) the publicity surrounding the 'Made In God's Image' Exhibition at the Gallery of Modern Art
 - (i) providing an indication of the level of comments received and media, press and web site attention;
 - (ii) confirming that responses had been issued to all comments received; and
 - (iii) advising
 - (A) that internal processes including management authorisation would be reviewed in relation to exhibitions; and
 - (B) that the Company's staff across all service areas would be supported in their development work specifically associated with new programmes, in order to understand and plan for possible consequences; and
- (c) the joint launch by the Scottish Government and Glasgow City Council of their Commonwealth Games Legacy plans on 1 September 2009;
- (d) that interviews were being held on 3 and 4 September 2009 for selection of the company to provide the creative brief for the Delhi Flag Handover;

- (e) the intention to supplement the publication of the Annual Review with a Podcast consisting of interviews with Bailie Cameron as Chair, Lord Macfarlane and Bridget McConnell and also that proposals to provide information at a more local level were currently being developed; and
- (f) a proposal to discuss with Bailie Dr Christopher Mason, Chair of the Council's External Governance and Scrutiny Committee some of the papers considered at the Audit Committee as a way of improving the information provided to this Committee.

After consideration the Board

- (I) noted
 - (a) the information provided by the Chief Executive; and
 - (b) the views raised by Directors in relation to the GOMA exhibition; and
- (II) agreed that a special meeting of the Board be arranged for October 2009 to consider Culture and Sport Glasgow's role in the governance of venues currently managed by Glasgow Cultural Enterprises.

(2) Budget and Service Planning noted

There was submitted a report by the Chief Executive providing an update on the Budget position for 2010/11 advising

- (a) that Glasgow City Council had confirmed that they intended to reduce the service fee to Culture and Sport Glasgow by £1.7m for the financial year 2010/11 and as a result of this it was anticipated that there would be a reduction in the services that it provided;
- (b) of the need for further savings to meet budget pressures from utility costs and increased pension contributions as well as reduced income forecasts as a result of the end of the Dr Who exhibition, low interest rates and a levelling out of growth across retail; and
- (c) of the outcome and proposed actions from Culture and Sport Glasgow workstreams, specifically those listed below which would provide the greatest opportunity for efficiencies and savings
 - Review of Venues
 - Energy and Resources Conservation
 - Better Buying
 - Commercial Income (Vending and Advertising);
- (d) on the estimated savings and potential additional income resulting from changes to service delivery; and

- (e) that full financial and service delivery implications would be worked up during September and discussed with Glasgow City Council and Trade Unions with a re-alignment of the budget commencing early October and presentation of the Budget Strategy for 2010/11 to the November meeting of the Board.

After discussion the Board noted

- (i) the Service Fee reduction from Glasgow City Council for the financial year ;
- (ii) the strategy and timetable for developing the proposals to meet the budget reduction; and
- (iii) that the Chief Executive would report to the November meeting of the Board on the Budget Strategy for 2010/11 and the outcome of discussions with Glasgow Council regarding any resultant changes in service provision.

10 **Reports by Director of Finance.**

(1) Culture and Sport Glasgow Financial Performance to 31 July 2009 approved.

There was submitted a report by the Director of Finance outlining the company's financial performance for the period from 1 April to 31 July 2009

- (a) advising of income of £32.9m against a budget of £32.2m and expenditure of £33.8m against a budget of £33.1m to 31 July 2009; and
- (b) detailing explanations in respect of the information provided.

After discussion the Board approved the report.

(2) Banking – Relationship Authorities report approved

There was submitted a report by the Director of Finance advising that a request had been received from the Royal Bank of Scotland (RBS) to complete new Signatory Relationship Forms

- (a) detailing the signatory categories:- Main Signatories, Account Signatories, and Call Back and the signing rules; and
- (b) listing the named signatories to each of the categories.

After consideration the Board approved the signatories as detailed in the report to enable the Company to complete RBS New Relationship Forms.

(3) New Bank Account approved

There was submitted a report by the Director of Finance seeking authority to open a new Bank Account with RBS

- (a) to facilitate the processing and tracking of charitable donations made by debit or credit cards; and
- (b) which would be subject to the same policies and procedures that apply in respect of all other bank accounts held by the Company

After consideration the Board authorised the operation of the New Bank account with RBS as detailed in the report.

11 **Reports by Director of Strategic Planning and Corporate Services.**

(1) Supply of Library Stock tenders approved

There was submitted a report by the Director of Strategic Planning and Corporate Services seeking approval of tenders for the supply of Library Stock advising that

- (a) an invitation to tender for the contract was issued through the European Journal on 14 May 2009 with tenders for the project being received on 6 July 2009;
- (b) the contract was for 3 years with a value of £3,150,000 and comprised supply and delivery of Library Materials including books, DVDs, audio and CD-ROMs;
- (c) twenty two companies expressed an interest with nine submitting tenders; and
- (d) after assessment the undernoted suppliers were recommended for acceptance

| Stock Category | Recommended Supplier | Annual Value |
|---------------------------|-----------------------------|---------------------|
| Adult Fiction | Bertram Library Services | £325,000 |
| Adult Non-Fiction | Askews Library Services | £335,000 |
| Children and Young People | Peters Bookselling Services | £225,000 |
| Reference Standing Orders | Askews Library Services | £30,000 |
| DVDs | Rondo | £60,000 |
| Audio | Rondo | £50,000 |

| | | |
|-----------------------|------------------------|---------|
| Cd Roms | Cambridge Cd Roms Ltd | £15,000 |
| Official Publications | Dandy Booksellers Ltd. | £10,000 |

After consideration the Board approved the award of contract as detailed above.

(2) Culture and Sport Glasgow Property Portfolio delegated authority approved

There was submitted a report by the Director of Strategic Planning and Corporate Services providing information on adjustments to the Culture and Sport Glasgow Property Portfolio

- (a) advising of the suspension of services at Govanhill Library and Learning Centre to allow essential work to the ceiling to be carried out and advising
 - (i) that the programme for the works and approximate closure period would be until January 2010;
 - (ii) on the uptake of the reduced library provision operating from Govanhill Neighbourhood Centre; and
 - (iii) that this would impact on the library performance; and
- (b) intimating that Glasgow City Council had requested that Culture and Sport Glasgow take over the management and operation of Ruchill Golf Club, a newly upgraded 9 hole facility in the north of the city

After consideration, the Board

- (A) noted the temporary suspension of the services at Govanhill Library and Learning Centre; and
- (B) delegated authority to the Chief Executive and her Directors to negotiate to completion with Glasgow City Council the lease, service specification and level of service fee in respect of the future management of Ruchill Golf Course.

(3) Performance Report noted

There was submitted and noted a report by the Director of Strategic Planning and Corporate Services updating the Board on the company's non financial performance for the period from 1 April 2009 to 31 July 2009 and the Company's staffing levels and sickness absence as at 30 June 2009

- (a) advising that overall performance was on or exceeding target in relation to five performance indicators and performance was below target in one indicator relating to the number of times pc terminals were being used in libraries;

- (b) outlining reasons for the decrease in pc terminal usage;
- (c) intimating that the increased number of staff was due to the increased number of facilities and the increased use of part time staff; and
- (d) highlighting the reduction in the Company's sickness absence levels compared to last year.

After consideration the Board

- (i) noted the performance report;
- (ii) congratulated staff and management on the reduction in absence levels over the last two years;
- (ii) requested a report on current Culture and Sport Glasgow staffing levels giving the reason for any increase in staff; and
- (iii) agreed that the full time equivalent staffing numbers would be included in the staffing report for future meetings.

(4) Programme of meeting dates 2010 instruction to Director of Strategic Planning and Corporate Services

There was submitted a report by the Director of Strategic Planning and Corporate Services seeking approval of a programme of Board meeting dates for 2010 providing two options which comprised a cycle of 5 meetings and the other listing 6 possible dates.

After discussion the Board agreed that the Director of Strategic Planning and Corporate Services issue a further schedule of dates, to take place on set days and times, for consideration by Board members.

12 Capital Programme Update noted.

There was submitted a report by the Director of Special Projects regarding an update on the Capital Programme, advising of the progress on a number of projects.

After consideration, the Board noted the report.

13 Close of business.

There being no further business the Chair declared the meeting closed.

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Chair