

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 the Board
of Directors of Culture and Sport
Glasgow held in the Education Suite,
Kelvingrove Art Gallery and Museum,
Glasgow on 13 June 2012 at 11am.

Present: Councillor Archie Graham (Chair)
Mr Mel Young
Sir Duncan Rice
Sir Angus Grossart
Dr Lesley Sawers
Dilawer Singh
Councillor Allison Hunter
Councillor Emma Gillan
Councillor Soryia Siddique
Councillor Frank McAveety
Dr Bridget McConnell

Attending: 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, Graeme Elder, Head of Business Support, James Doherty, Media Manager, and Allan Drysdale, Liaison Officer, all Culture and Sport Glasgow.

Apology: The Rt. Hon. George Reid

1. Welcome, notice and quorum.

The Chief Executive welcomed all present to the meeting, and in particular those members who were attending their first Board meeting.

She went on to advise the Board that Susan Deighan, Depute Chief Executive/Director of Corporate Services and Community Planning was currently recuperating from recent surgery and the Board wished her a speedy recovery.

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

2. Removal and Appointment of Directors noted.

The Chief Executive advised of recent removal and appointments of Directors of the Culture and Sport Glasgow Board namely:-

- (i) in terms of Article 48.1 of the Company's Articles of Association, Glasgow City Council at its meeting on 29 March 2012 appointed Mr Dilawer Singh and Dr Lesley Sawers as Independent Directors, and a written notice from the Council, to that effect, was tabled; and
- (ii) in terms of Article 43, Glasgow City Council at its meeting on 17 May 2012 removed Councillors Redmond, Curran, and Stewart, and former Councillors Hughes and McFadden from the Culture and Sport Glasgow Board, and appointed Councillors Emma Gillan, Archie Graham, Frank McAveety, Soryia Siddique and re-appointed Councillor Allison Hunter as Partner Directors, and a written notice from the Council, to that effect, was tabled.

3. Appointment of Chair agreed.

The Chief Executive advised that as a result of Councillor Redmond's removal from the Board the position of chair required to be considered.

Thereafter, Sir Angus Grossart, seconded by Councillor Allison Hunter moved that the Board appoint Councillor Archie Graham as Chair of the Board. The Board unanimously agreed.

4. Chair's remarks noted.

Councillor Graham thanked the Board for agreeing to appoint him as Chair. Thereafter he advised that having sat on the Board previously he recognised a change in the makeup of the Board in terms of skills, experience and diversity. He also spoke in relation to the 2014 Commonwealth Games, the cultural programme for the Games and confirmed that he was looking forward to working with all of the Board Directors.

5. Apologies.

The Board noted that an apology had been received from the Rt. Hon. George Reid.

6. Minute of previous meeting approved.

The minute of the previous meeting of 27 March 2012 was submitted and approved.

7. Matters arising noted.

There were no matters arising.

8. Culture and Sport Glasgow (Trading) CIC Board – Changes to Articles of Association - Report by Company Secretary approved

There was submitted a report by the Company Secretary advising the Board of proposals to alter the Culture and Sport Glasgow (Trading) CIC's Articles of Association

- (a) to take account of adjustments in accordance with the Companies Act 2006 whereby the provisions of the Culture and Sport Glasgow (Trading) CIC's Memorandum had been moved to the Articles of Association; and
- (b) to revise membership of the Culture and Sport Glasgow (Trading) CIC Board which meant a membership of not less than 7, and subject to a maximum of 12 (new Article 49) and that membership would only be open to directors of the holding company (Article 50.1).

After consideration the Board agreed

- (i) to alter the Culture and Sport Glasgow (Trading) CIC's Articles of Association in line with the adjustments outlined in the paper;
- (ii) that the written resolution be signed accordingly;
- (iii) that, following signature of the written resolution, any director of the CIC who is not also a director of CSG should be removed from office (by written notice to that effect to the CIC) and that any current director of CSG who does not currently sit on the board of the CIC should be appointed (again, by written notice to that effect), all in accordance with the provisions of the new articles of the CIC.

9. Update by the Chief Executive noted and approved.

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

- (1) informing the Board that with regard to the future operating arrangements, Culture and Sport Glasgow (Trading) CIC Board meetings would now take place on the same date as the Culture and Sport Glasgow Board, and would commence at 10am;
- (2) advising that following the removal of Councillors Redmond and Curran from the Board, two new members were required to be appointed to the Audit Committee, accordingly the Board agreed to appoint Councillor Allison Hunter and Dilawer Singh as members of the Audit Committee;
- (3) the tabling of a report which detailed information on the Burrell Collection, together with proposals regarding the refurbishment of the Burrell;
- (4) The Annual Performance Report for 2011/12 which
 - (a) outlined Culture and Sport Glasgow's fifth annual performance report;
 - (b) highlighted a number of the key achievements and measures of success during 2011/12 and performance against targets set within the Company's Strategic Objectives;
 - (c) detailed the success of the Glasgow Club, the impact of the learning services delivered by the Company, the contribution made to supporting employability through the programmes the Company offered, and the

crucial role played in providing and supporting community services across the city;

- (d) advised of a record year for visits to Glasgow Museums, largely due to the huge success of the new Riverside Museum; and
 - (e) informed of the work of Glasgow Arts who had seen increases in ticket sales and visits to Tramway, as well as highlighting the numerous community workshops provided, along with engagement with arts organizations and community groups;
- (5) an update in relation to the 2014 Commonwealth Games with respect to the Cultural Programme, Capital Projects, and the Queen's Baton Relay; and
- (6) an update on Glasgow's bid to host the 2018 Youth Olympic Games, informing the Board that the shortlisting of venues would take place in February 2013, with a final decision being made in July 2013.

After consideration the Board noted

- (i) the update provided in relation to the future operating arrangements of the Culture and Sport Glasgow (Trading) CIC Board;
- (ii) the content of the report in relation to the Burrell Collection, and that a further report would be provided to the September Board meeting;
- (iii) Culture and Sport Glasgow's Annual Performance Report for 2011/12; welcomed the achievements of the Company over the previous year; and proposed that work was undertaken to explore how the Company's achievements and the services it provides be promoted to a wider audience;
- (iv) that a report in relation to the Company's Golf Development programme would be provided to a future Board meeting;
- (v) the update in relation to the 2014 Commonwealth Games, and that a written update would be provided to future meetings; and
- (vi) the update with regard to Glasgow's bid for the 2018 Youth Olympic Games, and that a written update would be provided to future meetings.

10. Reports by Director of Finance.

(1) Financial update noted.

There was submitted, and noted, a report by the Director of Finance informing the Board of the anticipated outturn for 2011/12 and the schedule for receiving financial monitoring reports.

(2) Procurement of Fitness Equipment

There was submitted a report by the Director of Finance regarding tenders received for the supply, delivery and installation of fitness equipment, and recommending acceptance of the most economically advantageous tenders as detailed therein.

After consideration the Board agreed to approve the award of a Framework Agreement for the supply, delivery and installation of fitness equipment to the suppliers as detailed within the report and for a three year period with an option to extend for a further twelve months commencing 29 June 2012.

11. Reports 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 informing the Board of progress on projects included in the Capital Programme.

The Board were advised that

- (a) the Commonwealth Arena and Sir Chris Hoy Velodrome works were practically complete and the building was handed over on 14 May 2012, with the sign-off with Sir Robert McAlpine having taken place;
- (b) Tollcross International Swimming Centre had been fully handed over to Barr Construction, and loading of the main roof truss was completed in April, with the next major milestone programmed for the end of July, when the building would become wind and weather tight;
- (c) with regard to Kelvingrove Lawn Bowls five of the six existing greens required to be upgraded to international standard, and would require two years for the greens to fully bed in, however, one of the greens was causing concern and proposals to rectify this were being developed;
- (d) in respect of the development of Glasgow Royal Concert Hall including the creation of a new home for Royal Scottish National Opera, Glasgow Life and Glasgow City Council (GCC) had met with the retailers affected by the project and as a result it was expected that substructure works within the retailers' premises would not commence until February 2013; and
- (e) in terms of the development of Kelvin Hall, the Heritage Lottery Fund Stage 2 application was due to be submitted before the end of 2012, and tenders for the design team had been assessed with a report seeking to appoint being taken to the GCC Executive Committee at the end of June 2012.

After consideration the Board noted the update on projects included in the Capital Programme.

(2) Sports Events Strategy noted.

There was submitted a report by the Director of Sport and Special Projects informing the Board of Glasgow's Sports Events Strategy and the City's enhanced reputation as a host of world class events and advising

- (a) of the development of "Glasgow's Sports Events Strategy to 2018", which sought to sustain the legacy of the 2014 Commonwealth Games through an enhanced sports events programme, and engaging new audiences;
- (b) that the vision and mission of the Strategy would be achieved by a commitment from Glasgow Life, and partners including Glasgow City Marketing Bureau to deliver against nine strategic objectives across three themes as detailed in the report; and
- (c) that Glasgow had been named as one of the world's top ten sporting cities at the prestigious SportBusiness Ultimate Sports City 2012 Awards, and Glasgow also retained its position as the number one city in the world in relation to sports marketing and branding.

After consideration the Board noted the content of the report.

12. Reports by Depute Chief Executive/Director of Corporate Services and Community Planning. (Presented by the Head of Business Support)

(1) Attendance Management and Staffing update noted.

There was submitted a report by the Depute Chief Executive/Director of Corporate Services and Community Planning providing the Board with information on the Company's attendance management and staffing levels.

After consideration the Board noted the information provided in respect of the Company's attendance management and staffing levels.

(2) Risk Register noted.

There was submitted a report by the Depute Chief Executive/Director of Corporate Services and Community Planning advising of the outcomes of the recent review of the risk register carried out in May/June 2012, 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 6 June 2012, and that the risk register was formally reviewed on a 6-monthly cycle.

(3) Addition to Property Portfolio – East End Healthy Living Centre agreed.

There was submitted a report by the Depute Chief Executive/Director of Corporate Services and Community Planning seeking delegated authority to the Chief Executive and her Directors to negotiate with Glasgow City Council the addition of the East End Healthy Living Centre to Culture and Sport Glasgow's property portfolio.

After consideration the Board

- (a) noted the content of the report; and
- (b) agreed to delegate authority to the Chief Executive and her Directors to negotiate with Glasgow City Council regarding the lease, service specification, and level of service fee in respect of the East End Healthy Living Centre.

(4) HMIE Report Lochend noted.

There was submitted a report by the Depute Chief Executive/Director of Corporate Services and Community Planning informing the Board on the outcome of the recent Education Scotland inspection of Community Learning and Development in the Lochend area of the city.

After consideration the Board noted the content of the report.

13. Report by Director of Cultural Services.

(1) Collections Agreement – Annual Report noted.

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 2011 to 31 March 2012.

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.

14. Future Board Meeting Dates noted.

There was submitted a report informing the Board of meeting dates for the remainder of 2012 and proposing a programme of Board meetings for 2013.

After consideration the Board noted and agreed the future Board meeting dates as detailed below:

2012

- Wednesday 5 September
- Wednesday 28 November

2013

- Tuesday 22 January
- Tuesday 26 March

- Tuesday 11 June
- Tuesday 3 September
- Tuesday 26 November

15. **AOB**

There being no further business the Chair drew the meeting to a close and advised the Board that the next meeting would take place on Wednesday 5 September 2012 at 11am in the Commonwealth Arena.

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Chair