

**Culture and Sport Glasgow**  
***(Incorporated in Scotland, registered number SC313851)***

MINUTES of a MEETING of the  
Board Directors of Culture and Sport  
Glasgow held in Glasgow on 17th  
January 2008 at 11.00am.

Present:            Bailie Elizabeth Cameron (Chair)  
                      Councillor Aileen Colleran  
                      Councillor Stephen Curran  
                      Councillor Archie Graham  
                      Councillor Steven Purcell  
                      Councillor James Dornan  
                      Sir Angus Grossart  
                      Lord Macfarlane of Bearsden  
                      The Rt Honourable George Reid  
                      Lord Stevenson of Coddenham  
                      Bridget McConnell, Chief Executive

Attending:        Charles Beattie, Director of Finance/Deputy Chief Executive; Susan  
                      Deighan, Director of Strategic Planning and Corporate Services; Ian  
                      Hooper, Director of Special Projects; Alan Horn, Director of  
                      Development and Commercial Operations; Jill Miller, Director of  
                      Operations; James Doherty, Media Manager; Tony O'Neill, Clerk to  
                      the Board; and Stephen Phillips, Burness, LLP.

**1        Welcome and opening remarks noted.**

Bailie Cameron welcomed all present to the first Culture and Sport Board meeting of 2008 and thanked Board members for their support and good wishes during her period of illness and in particular Lord Macfarlane for chairing the previous Board meeting in her absence.

The Chair further remarked that both Lord Stevenson and Sir Angus Grossart would be participating at the meeting by conference phone.

**2 Report by Chair of the Board noted.**

The Chair reported that

- (1) The Rt Honourable George Reid had recently been appointed Lord High Commissioner to the General Assembly of the Church of Scotland and the Board congratulated Mr Reid on his position;
- (2) she had been asked to become a member of the United Kingdom Museums Council as well as Vice-Chair of Les Rencontres and she hoped to give a presentation on the work of Culture and Sport Glasgow to the latter;
- (3) the Aye Write Festival information had been made available at the meeting and this would be covered later in the agenda.

**3 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.

**4 Minutes of previous meeting approved.**

The minutes of the previous meeting of 28th November 2007, having been circulated prior to the meeting, were approved.

**5 Matters arising.**

With reference to the minutes of 28th November 2007, the Chair advised that there were 2 outstanding matters arising which the Chief Executive would deal with in the next item of business under paragraphs (1) and (2).

**6 Report by Chief Executive noted – Position agreed - Instruction to Chief Executive.**

The Chief Executive gave a verbal report, advising

- (1) that a Vibrancy Open Space Event would be held on 2nd February 2008 at The Mitchell to which a number of stakeholders, and a representative sample of Glasgow's citizens members of the Citizens Panel would be invited. The event would be facilitated by experts with a wealth of experience in "Open Space" events;
- (2) that the search was continuing to appoint a Chair to the Commonwealth Games Organising Committee;
- (3) that Councillor Archie Graham had been given responsibility of the co-ordination of Glasgow City Council's overall approach to the Commonwealth Games;

- (4) that an announcement had recently been made regarding the relocation of Sportscotland to new headquarters in Glasgow at the National Indoor Sports Arena;
- (5) that Culture and Sport Glasgow would be giving a presentation to Glasgow City Council's Finance, Corporate and Trading Services Policy Development and Scrutiny Committee on 30th January 2008, a copy of which would be circulated to Board Members prior to that meeting;
- (6) of a proposal to hold a public reporting meeting to provide information on Culture and Sport Glasgow's performance and plans for the future to which the public and company stakeholders would be invited;
- (7) that the level of sickness absence had risen across Culture and Sport Glasgow over the last year;
- (8) that Sir Angus Grossart and the Chief Executive had met with Peter Hudson of the Burrell Trustees and had suggested that an options assessment be commissioned to inform any proposed refurbishment of the Burrell Collection which would result in a detailed action plan being drawn up; and
- (9) of information on a number of various events including
  - (a) The Aye Write Festival which would take place from 7th to 15th March 2008;
  - (b) an award of £1m to the city from the Art Fund towards the purchase of international contemporary art; and
  - (c) the Royal Academy had agreed to exhibit the Glasgow Boys event in 2010.

After consideration, the Board

- (i) noted concerns from Councillor Graham regarding recent comments made by various groups and individuals in respect of their perceived involvement in co-ordinating the Commonwealth Games 2014;
- (ii) agreed
  - (A) a public reporting meeting be held in October 2008;
  - (B) to review the policies and approach to managing sickness absence within the company; and
  - (C) that any proposed Forum established in respect of the Burrell Collection and any future development / refurbishment be chaired by Sir Angus Grossart; and

- (iii) instructed the Chief Executive to bring forward a report on the outcome of the “Vibrancy Open Space Event”.

**7 Culture and Sport Glasgow Financial Performance to 2nd January 2008 approved.**

There was tabled a report by the Director of Finance outlining the company’s financial performance for the period from 1st April 2007 to 2nd January 2008, advising that

- (1) the company’s Head of Sports and Events had issued a notice to Leisure Centre customers in respect of the Value Added Tax (VAT) issue in respect of Spas/Saunas; and
- (2) a response on this matter was being awaited from Her Majesty’s Revenues and Customs.

After consideration, the Board

- (a) approved the report; and
- (b) agreed that management accounts information be circulated to Board members on a monthly basis.

**8 Culture and Sport Glasgow Performance report noted.**

There was submitted and noted a report by the Director of Strategic Planning and Corporate Services outlining the company’s current performance together with information on the company’s 2006/07 Statutory Performance Indicators, advising

- (1) that a total of 5 of the 7 non-financial key performance indicators identified were scheduled to either meet or exceed the year end targets;
- (2) that the number of lets recorded at schools was below target as a result of the decline in performance experienced during April to June 2007;
- (3) that absence audits were being carried out to establish whether the company’s absence management policy was being applied and whether appropriate management actions were being taken;
- (4) of Glasgow’s performance against that of the other Scottish Local Authorities in an appendix to the report; and
- (5) that the 2 indicators with the lowest ranking were pool attendance per 1,000 population and borrowers as a percentage of the resident population.

After consideration and discussion, the Board noted that

- (a) information would be provided to Board members specifying those sections of indoor facilities which had been performing less well than others and recommending ways in how this could be addressed;
- (b) customer feedback would be analysed in order to understand why indoor leisure facility figures were down against target;
- (c) it was important for staff within leisure facilities to adhere to models of good practice in respect of customer complaints;
- (d) quarterly figures in respect of lending and in particular junior lending would be made available;
- (e) there was a regular programme of school visits to Libraries within the city;
- (f) Glasgow City Council's October Household Survey had asked questions regarding how many of Glasgow's citizens could swim in order to substantiate if this had a bearing on the swimming pool attendance performance;
- (g) that a review of swimming in the city had taken place which would lead to a Swim Development Plan being put in place which would consider pool usage, the results of which would be reported back to a future meeting of the Board.

**9 Property Portfolio – Delegated Authority approved – 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 to delegate authority to the Chief Executive and Culture and Sport Glasgow (CSG) Company Directors to negotiate with Glasgow City Council (GCC) in respect of additions to the property portfolio, advising

- (1) that as capital projects were completed by GCC it was their intention, where appropriate, to request CSG to lease and operate the facilities;
- (2) that the procedure for adding properties to CSG's portfolio had already been agreed and outlined within the Property Agreement and a Protocol was currently being developed which would detail the necessary steps required by both CSG and GCC regarding the addition of properties;
- (3) of a number of properties included in the original list of properties to be leased to CSG and for which a Section 74 consent had been given; and
- (4) that GCC would follow the procedure laid down in the Property Agreement and detailed in the Protocol and enter into negotiation with CSG as detailed.

After consideration, the Board

- (a) approved delegated authority to the Chief Executive and the Directors of Finance, Strategic Planning and Corporate Services, Development and Commercial Operations, Special Projects and Operations to negotiate with GCC in respect of additions to the property portfolio, the additional services to be provided and service fee to be paid; and
- (b) instructed the Director of Strategic Planning and Corporate Services to report back to the Board once negotiations were completed.

**10 Procurement Manual and Rules Relating to Contracts – Proposed amendment to thresholds approved.**

With reference to the minutes of the Board meeting of 27th June 2007 approving the Company's Procurement Manual and Rules Relating to Contracts, there was submitted a report by the Director of Strategic Planning and Corporate Services seeking approval to amend the threshold whereupon the procurement rules take effect, advising that

- (1) in order to facilitate improved and more efficient business practice, it was proposed that the threshold whereupon the procurement rules take effect be £5,000 and above; and
- (2) this would mean that the procurement of products and services under £5,000 could be undertaken without obtaining 3 quotes, subject to approval being obtained from a member of the Company's Management Team.

After consideration the Board

- (a) approved the
  - (i) proposal to amend the threshold whereupon the procurement rules take effect at £5,000 and above; and
  - (ii) procurement of products and services under £5,000 without obtaining 3 quotes, subject to approval being obtained from a member of the Company's Management Team; and
- (b) agreed that both the Company's Procurement Manual and Rules Relating to Contracts be amended as appropriate.

**11 Care Commission Registration – Update noted.**

With reference to the minutes of the Board meeting of 4th September 2007 agreeing that in order for Culture and Sport Glasgow to comply with Care Commission requirements and become a registered provider of crèche facilities at the Bellahouston Leisure Centre, there was submitted and noted a report by the Director of Strategic Planning and Corporate Services advising that

- (1) the Care Commission had now concluded their registration application process and had granted registration subject to conditions to Culture and Sport Glasgow to operate crèche facilities at Bellahouston Leisure Centre (Kidzone); and
- (2) the conditions related to the maximum number of children, opening hours and the parts of the premises to be used.

**12 Death of Eimear Kelt – Chair’s remarks.**

The Chair referred to the recent death of Eimear Kelt, Practice Manager, Civic Design Team, Glasgow City Council who had greatly contributed to a number of key projects within the City and expressed her condolences to Eimear’s family.

The Chair remarked that Glasgow had lost a great friend and hoped that some gesture could be made by the Council to mark the contribution that Eimear had made to the City throughout her career.

**13 AOCB.**

The Board

- (1) noted that the 2008/09 Pricing Review approved at the Board meeting on 28th November 2007 would be implemented from 1st April 2008;
- (2) discussed the wording within Section (e) of the Terms of Reference of the Nominations Sub-Committee in respect of equalities issues;
- (3) noted that the Chair would be visiting a number of the Company’s premises in order to meet as many Culture and Sport staff as possible; and
- (4) noted an update in respect of donation boxes and that a report on developing a ‘Culture of Giving’ would come to a future meeting of the Board.

**14 Date of next meeting noted.**

The Board noted that the next meeting would be held on Thursday, 13th March 2008 at 11.00am within the Burrell Collection.

**15. Close of business.**

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

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Chair