



City Chambers  
DUNDEE  
DD1 3BY

18th August, 2008

Dear Sir or Madam

**LEISURE, ARTS AND COMMUNITIES COMMITTEE**

You are requested to attend a MEETING of the **LEISURE, ARTS AND COMMUNITIES COMMITTEE** to be held in the City Chambers, City Square, Dundee on Monday, 25th August, 2008 to follow the meetings of the City Council, Education and Economic Development Committees called for 6.00 pm.

Yours faithfully

ALEX STEPHEN

Chief Executive

Members are reminded that, in terms of The Councillors Code, it is their responsibility to make decisions about whether to declare an interest in any item on this agenda and whether to take part in any discussions or voting.

This will include all interests, whether or not entered on your Register of Interests, which might be perceived as influencing your opinion/vote on any matter.

**AGENDA OF BUSINESS**

**1 SERVICE LEVEL AGREEMENT WITH ONE WORLD CENTRE**

(Report No 347-2008 by Director of Leisure and Communities enclosed).

**2 NATIONAL ADULT ENGLISH FOR SPEAKERS OF OTHER LANGUAGES STRATEGY - ALLOCATION**

(Report No 353-2008 by Director of Leisure and Communities enclosed).

**3 MAJOR MUSIC FUND**

(Report No 364-2008 by Director of Leisure and Communities enclosed).

#### **4 DUNDEE CITY SPORTS COUNCIL - APPLICATION FOR GRANT 2008/2009 (AN138-2008)**

Reference is made to Article XI of the minute of this Committee of 16th December, 2006, wherein approval was given to allow Dundee City Sports Council to administer the Grant Aid Scheme on behalf of Dundee City Council.

It is reported that the amount of grants approved from 1st April, 2007 to 31st March, 2008 for the combined Dundee City Sports Council and Dundee City Disability Sport grant aid schemes had been £7,048.18.

It is requested that £7,714 be allocated to Dundee City Sports Council for administration of the combined grant aid scheme for the year 2008/2009.

This expenditure can be met from the Leisure and Communities Department's 2008/2009 Revenue Budget for Grants.

#### **5 DUNDEE CITY SPORTS COUNCIL - CHANGE IN ADMINISTRATION OF GRANT AID SCHEME (AN139-2008)**

It was agreed at the 2008 Dundee City Sports Council AGM that, due to a reduction in the number of Executive Committee meetings, an elected Finance Sub-Group would administer grant aid on behalf of the Executive Committee. All decisions will be reported at the following Executive Committee meeting.

It is requested that the Committee agree with this devolved system of grant aid administration.

#### **6 ESTABLISHMENT OF WHITFIELD DEVELOPMENT GROUP AS A RECOGNISED NEIGHBOURHOOD REPRESENTATIVE STRUCTURE (AN140-2008)**

Reference is made to Article II of the minute of meeting of the Neighbourhood Resources and Development Committee of 11th November, 2002, whereby the criteria for the Establishment of Community Councils and Recognised Neighbourhood Representative Structures was set out.

An application has been submitted by Whitfield Development Group, outlining the areas whereby criteria had been satisfied:-

- (i) Whitfield Development Group is constituted and has named office bearers.
- (ii) The geographic area covered by Whitfield Development Group is defined by the area bounded by Longhaugh/Duntrune Roads to the West, the Dundee/Angus boundary to the North, the Kellas (B978)/Baldovie Roads to the East and the Dighty Burn to the South.
- (iii) Membership of Whitfield Development Group is open to all persons aged 16 and over living in the stated area. Residents under this age can be represented at the Partnership, but will not have voting rights.
- (iv) Whitfield Development Group has an Executive Committee of 13 members. They were elected at the Whitfield Development Group's inaugural meeting on Wednesday, 12th September, 2007. All members will serve their office until the next AGM which will be held no later than 15 months from 12th September, 2007.
- (v) Whitfield Development Group has a community engagement strategy that identifies a number of methods for seeking the views of the local community and involving constituents in the work of the organisation.
- (vi) Whitfield Development Group's constitution commits the organisation to practising equal opportunities and operating in a way which is consistent with accepted standards of public behaviour.
- (vii) Whitfield Development Group will comply with the requirements of Accounts Commission/COSLA Code of Guidance on "Following the Public Pound".

In satisfying the formal criteria for recognition as a Neighbourhood Representative Structure, Whitfield Development Group will qualify for access to grant aid, support, information and consultation from all Council departments, along similar lines to that afforded to properly constituted and recognised Community Councils.

The Committee is asked to approve Whitfield Development Group as a Neighbourhood Representative Structure with the same level of recognitions applied to Community Councils.

#### **7 388-2008 NATIONAL ORGANISATION FUND**

(Report No 388-2008 by Director of Leisure and Communities enclosed).

#### **8 MENZIESHILL COMMUNITY CENTRE FACADE ENHANCEMENT (AN142-2008)**

The Director of Leisure and Communities instructed the City Engineer to arrange for facade enhancement works to be carried out to Menzieshill Community Centre. At the time Torith Limited were undertaking drainage works at the Community Centre, therefore an offer was sought to carry out the facade enhancement works. An offer of £10,441 was received and this was checked and considered competitive. An allowance of £3,000 requires to be made for professional fees and contingencies, making a total of £13,441 for the project. Given the timescales associated with the project, the Chief Executive authorised the extension of the existing contract with Torith Limited.

The Head of Finance confirms that the required funding is available through the Leisure and Communities Capital Budget 2008/09.

#### **9 TENDERS RECEIVED**

(Report No 405-2008 by City Architectural Services Officer enclosed).

## DUNDEE CITY COUNCIL

**REPORT TO:** Leisure, Arts and Communities Committee - 25 August 2008

**REPORT ON:** Service Level Agreement with One World Centre, Dundee  
2008-2009

**REPORT BY:** Director of Leisure and Communities

**REPORT NO:** 347-2008

### 1.0 PURPOSE OF REPORT

- 1.1 To seek approval of funding to One World Centre, Dundee through a one year Service Level Agreement.

### 2.0 RECOMMENDATIONS

- 2.1 It is recommended that a payment of £4,033 be made by Dundee City Council to One World Centre, Dundee upon satisfactory provision of the service specification contained in Schedule 1 of the Agreement.

### 3.0 FINANCIAL IMPLICATIONS

- 3.1 The above financial provision will be contained within the Department's third party revenue grant award allocation for 2008-2009.

### 4.0 MAIN TEXT

- 4.1 In January 2007, Dundee City Council (DCC) were approached by World Development Movements Scotland (WDM) and asked to take part in a pilot delivering their *Worldwise* programme in conjunction with One World Centre, Dundee. The *Worldwise* programme has been widely piloted across Scotland in a three year project, 2005 -08.
- 4.2 Dundee City Council Leisure and Communities' Adult Learning section, in partnership with One World Centre, delivered a pilot *Worldwise* programme in the Charleston area of the City between October 2007 and March 2008. The pilot was successful, with the group members gaining in skills, confidence and understanding of global issues as a result of taking part.
- 4.3 Dundee City Council plan to deliver two further *Worldwise* programmes between August 2008 and June 2009 in partnership with One World Centre.
- 4.4 In January 2004 the Scottish Executive published guidance for Community Learning and Development, 'Working and Learning together to build stronger communities'.

The guidance identified three national priorities, two of which are addressed by the *Worldwise* programme.

Achievement through Learning for Adults; and Achievement through Building Community Capacity.

*Worldwise* enables participants to develop understanding of global issues in relation to local issues. It also fosters the development of skills to undertake campaigning on issues of importance to themselves and their community.

- 4.5 One World Centre is the preferred provider to deliver the *Worldwise* programme in partnership with Dundee City Council.

This is based on past performance, satisfactory evaluation reports and the specialist knowledge and expertise of the One World Centre Staff.

One World Centre would not be able to take on this role without the funding through the Service Level Agreement.

- 4.6 The Service Specification, Schedule 1 sets out the role and responsibilities of Dundee One World Centre in relation to the delivery of *Worldwise* programmes in partnership with Dundee City Council.

## **5.0 POLICY IMPLICATIONS**

- 5.1 This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management

There are no major issues.

## **6.0 CONSULTATION**

- 6.1 The Chief Executive, Depute Chief Executive (Support Services), Depute Chief Executive (Finance) and Head of Finance have been consulted on this report and are in agreement with its contents.

## **7.0 BACKGROUND PAPERS**

- 7.1 None

**STEWART MURDOCH**  
**DIRECTOR OF LEISURE AND COMMUNITIES**  
**11 JUNE 2008**

## **DUNDEE CITY COUNCIL**

**REPORT TO:** Leisure, Arts and Communities Committee - 25 August 2008

**REPORT ON:** National Adult English For Speakers Of Other Languages Strategy - Allocation

**REPORT BY:** Director of Leisure and Communities

**REPORT NO:** 353-2008

### **1.0 PURPOSE OF REPORT**

- 1.1 This report details the 2008-2009 allocation, received from the Scottish Government, for the Community Learning and Development Partnership Implementation of the National Adult English For Speakers Of Other Languages (ESOL) Strategy.

### **2.0 RECOMMENDATIONS**

- 2.1 It is recommended that the Committee approves the allocation of the ESOL Strategy grant from the Scottish Government for the implementation of activities as set out in Appendix One.

### **3.0 FINANCIAL IMPLICATIONS**

- 3.1 The funding for this work will be met from the Scottish Government's 2008/2009 ESOL Strategy allocation of £40,000.

### **4.0 MAIN TEXT**

#### **4.1 Background**

The National Adult ESOL Strategy was published on 20 March 2007 with the aim of providing a framework to upgrade the quality and quantity of publicly funded ESOL provision in the College, Community Learning and Development and Voluntary Sectors. An allocation of £75,000 was made to the Community Learning and Development Partnership, via Dundee City Council in the period 2007/2008. The purpose of this grant was to increase learner numbers by 75 and develop the staff and resource infrastructure required to deliver high quality ESOL provision.

- 4.2 On 4 February 2008 the Scottish Government announced an additional 9 million pounds for the funding of English language classes over the next 3 years. A statement from the government said "The Scottish Government is committed to encouraging high quality, accessible and affordable English language teaching to support our growing economy and encourage active citizenship in a vibrant and inclusive society." The target groupings are international workers, asylum seekers, refugees and other traditional migrant groupings who are eager to learn English.
- 4.3 The allocation given to Dundee for the period 2008/2009 is £40,000, with a target number of 110 learners. This is a reduction on the allocation for the previous financial year, with a higher target number of learners. The information provided in Appendix One details the proposed areas of work funding will be allocated to in order to meet the target numbers.

## **5.0 POLICY IMPLICATIONS**

This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management.

There are no major issues.

## **6.0 CONSULTATION**

- 6.1 The Chief Executive, Depute Chief Executive (Support Services), Depute Chief Executive (Finance) and Head of Finance have been consulted on this report and are in agreement with its contents.

## **7.0 BACKGROUND PAPERS**

- 8.1 None.

**STEWART MURDOCH  
DIRECTOR OF LEISURE AND COMMUNITIES  
20 JUNE 2008**

## ESOL IMPLEMENTATION PLAN DETAILS

Type of ESOL provision	Predicted timescale of delivery	Total no of ESOL learners (existing & new)	No of new ESOL learners	No of learning hrs per learner	Partners involved	Other outcomes
<b>DELIVERY</b> Bilingual Parents Support Project	April 08 - March 09	15	15	72	Leisure and Communities Education Department	Integration into wider community; successful learners, effective contributors
Increase beginner, elementary and intermediate provision involving the delivery of short courses: Out and About in Dundee, Citizenship, SQA Module, Job Ready.	April 08 - March 09	80	45	72	See partners list and Dundee International Women's Centre	People more able to take part in community life, access services and progress to further learning.
Outreach Surgeries in Community Venues	April 08 - March 09	25	25	1	See partners list and Dundee International Women's Centre	People most excluded from provision given support to access learning.
Additional ESOL Guidance provision.	April 08 - March 09	35	25	1	See partners list	People most excluded from provision given support to access learning.

Bilingual Volunteering Project	April 08 - March 09	10	0	20	See partners list	Increased confidence in use of English in a variety of settings and wider participation in community life.
		<b>Overall total: 165</b>	<b>Overall total: 110</b>			

### **PARTNERS LIST**

Dundee City Council, Leisure and Communities Department  
 Dundee City Council, Education Department  
 Members of Dundee Partnership International Workers Group  
 Hillcrest housing Association  
 Tayside Fire and Rescue  
 Dundee City Council, Corporate Planning  
 BME Financial Inclusion  
 Job Centre Plus  
 Working For Families  
 Access to Learning  
 Dundee International Women's Centre

## DUNDEE CITY COUNCIL

**REPORT TO:** Leisure, Arts and Communities Committee - 25 August 2008

**REPORT ON:** Major Music Projects Fund Allocation

**REPORT BY:** Director of Leisure and Communities

**REPORT NO:** 364-2008

### 1.0 PURPOSE OF REPORT

1.1 The report makes recommendations for the allocation of grant awards from the Music Development Major Projects Fund.

### 2.0 RECOMMENDATIONS

2.1 It is recommended that the Committee approves the grant as detailed.

### 3.0 FINANCIAL IMPLICATIONS

3.1 The grants totalling £2,000 will be met from the department's 2008/09 Revenue Budget.

### 4.0 MAIN TEXT

4.1 In recent years there has been increased pressure on the Music Development Major Projects budget to meet the demands of the on-going development of Music within the City.

4.2 To further enable the Music Development Major Music Projects budget to be utilised in a strategic manner, all organisations who receive funding from this budget have been asked to submit an application form, a financial statement and a copy of their constitution. These grants will assist the organisations with the delivery of programmes.

**Akira** :- to support the music programming in Kill Your Timid Notion £2,000  
at DCA

### 5.0 POLICY IMPLICATIONS

This report has been screened for any policy implications in respect of Strategic Environmental Assessment, Anti-Poverty and Risk Management.

There are no major issues.

#### 5.1 Sustainability

The award will provide access to skills and knowledge through activities for young people, thus contributing to the achievement of the Council's vision of active, informed communities.

#### 5.2 Equality impact Assessment

Activities and resources will be available for all.

## **6.0 CONSULTATION**

- 6.1 The Chief Executive, Depute Chief Executive (Support Services), Depute Chief Executive (Finance) and Head of Finance have been consulted on this report and are in agreement with its contents.

## **7.0 BACKGROUND PAPERS**

- 7.1 None.

**STEWART MURDOCH  
DIRECTOR OF LEISURE AND COMMUNITIES  
9 JULY 2008**

## DUNDEE CITY COUNCIL

**REPORT TO:** Leisure, Arts and Communities Committee - 25 August 2008

**REPORT ON:** National Organisations Fund I (2008/2009)

**REPORT BY:** Director of Leisure and Communities

**REPORT NO:** 388-2008

### 1.0 PURPOSE OF REPORT

1.1 The report makes recommendations for subscription renewals from the National Organisations Fund.

### 2.0 RECOMMENDATION

2.1 It is recommended that the Committee approves membership for the national organisations as set out in the report.

### 3.0 FINANCIAL IMPLICATIONS

3.1 The grant awards will be met from the Department's revenue budget 2008/2009.

### 4.0 BACKGROUND

4.1 At its meeting on 10 February 1997, the Committee approved the criteria and procedures for the Department's grant aid portfolio (Report No 127/1997 refers).

Name of Applicant	Purpose of Organisation	Grant Requested £	Grant Recommended £
Scottish Library and Information Council (SLIC)	National body supporting Library and Information Services	1,707.33 (Excl VAT) Annual Membership	<b>1,707.33</b>
YouthLink Scotland Limited	The umbrella organisation for the voluntary/statutory youth sector, both uniformed and non-uniformed.	1,000 (Excl VAT)	<b>1,000</b>

### 5.0 POLICY IMPLICATIONS

This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management.

There are no major issues.

**6.0 CONSULTATION**

7.1 The Chief Executive, Depute Chief Executive (Finance), Depute Chief Executive (Support Services) and Head of Finance have been consulted in the preparation of this report and are in agreement with its contents.

**7.0 BACKGROUND PAPERS**

8.1 None.

**STEWART MURDOCH  
DIRECTOR OF LEISURE AND COMMUNITIES  
30 JULY 2008**

**REPORT TO: Leisure, Arts & Communities Committee - 25 August 2008**

**REPORT ON: Tenders Received**

**REPORT BY: City Architectural Services Officer**

**REPORT NO: 405-2008**

### **PURPOSE OF REPORT**

This report details tenders received and requests a decision on acceptance thereof.

### **RECOMMENDATIONS**

Approval is recommended of (1) the acceptance of the tenders submitted by the undernoted contractors and (2) the undernoted total amount, including allowances, for each project:

<b>Project Reference</b>	<b>Project</b>	<b>Contractor</b>	<b>Tender Amount</b>	<b>Total Amount</b>	<b>Finance Available</b>
08-012	Clatto Barns - Part Conversion of Store to form Archery Range	Ward Building Services Ltd., Dundee	£25,565.00	£41,263.00	£41,263.00
07-584	Castle Green Pavilion - New Toilets and Refurbishment	Alexander Oastler Ltd., Dundee	£173,391.00	£214,980.00	£216,850.00
1040/313	Ancrum Centre - Window Replacement	Dundee Contract Services	£10,000.00	£10,000.00	£10,000.00

### **FINANCIAL IMPLICATIONS**

The Head of Finance has confirmed that funding for the above projects is available as detailed on the attached sheets.

### **POLICY IMPLICATIONS**

This Report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. Any issues are detailed on the attached sheets.

### **CONSULTATIONS**

The Client Department has been consulted with regard to policy implications and the Chief Executive, Depute Chief Executive (Support Services), Depute Chief Executive (Finance) and Head of Finance have also been consulted in the preparation of this report.

### **BACKGROUND PAPERS**

Unless stated otherwise on the attached sheets, there are no background papers.

### **FURTHER INFORMATION**

Detailed information relating to the above Tenders is included on the attached sheets.

**Rob Pedersen  
City Architectural Services Officer  
15 August 2008**

**405-2008**

LEISURE, ARTS AND COMMUNITIES COMMITTEE - 25 AUGUST 2008

<b>CLIENT</b>	Leisure and Communities		Leisure and Communities	
<b>PROJECT REFERENCE</b>	08-012		07-584	
<b>PROJECT</b>	Clatto Barns Part Conversion of Store to form Archery Range		Castle Green Pavilion New Toilets and Refurbishment	
<b>DESCRIPTION OF WORKS</b>	The works comprise alterations to an existing store to provide an indoor archery range, including provision of toilet facilities.		The works comprise the demolition of the existing male toilet, the erection of an extension to provide new male, female and accessible toilet facilities and refurbishment works to the existing pavilion.	
<b>TOTAL COST</b>	Several Works	£25,565.00	Several Works	£173,391.00
	Allowances	£15,698.00	Allowances	£41,589.00
	<b>TOTAL</b>	<b>£41,263.00</b>	<b>TOTAL</b>	<b>£214,980.00</b>
<b>FUNDING SOURCE</b>	Leisure & Communities Capital Budget		This expenditure can be funded as follows:-	
<b>BUDGET PROVISION &amp; PHASING</b>	2008/2009	£41,263.00	Leisure & Communities Capital Budget 2008/2009	£178,000.00
			Leisure & Communities Revenue Budget 2008/2009	£37,000.00
<b>ADDITIONAL FUNDING</b>	None		Corporate Risk Management Fund	£1,850.00
			<b>TOTAL</b>	<b>£216,850.00</b>
<b>REVENUE IMPLICATIONS</b>	None		None	
<b>POLICY IMPLICATIONS</b>	There are no major issues.		There are no major issues.	
<b>TENDERS</b>	Four invited; four received	<i>Received</i>	<i>Checked</i>	Negotiated contract :
	1 Ward Building Services Ltd., Dundee	£25,565.00	£25,565.00	1 Alexander Oastler Ltd., Dundee
	2 Alexander Oastler Ltd., Dundee	£27,295.00	£27,295.00	£173,391.00
	3 Forman Construction Ltd., Dundee	£28,198.68	£28,198.68	
	Highest Tender	£33,497.06		
<b>RECOMMENDATION</b>	Acceptance of lowest tender		Acceptance of offer	
<b>ALLOWANCES</b>	Water Supply	£10,000.00	Contingencies	£10,900.00
	Professional Services	£5,698.00	Planning and Building Warrant etc.	£1,172.00
			CDM Co-ordinator	£1,699.00
			Professional Services	£27,818.00
	<b>TOTAL</b>	<b>£15,698.00</b>	<b>TOTAL</b>	<b>£41,589.00</b>
<b>SUB-CONTRACTORS</b>	J. Clarkson, Dundee	Plumber	Lyon Building Services, Dundee	Builder
	C.A.R.E. Ltd., Dundee	Electrical	Bairner Slaters, Guardbridge	Roofing, Plaster & Tiler
			Dunmar Electrical, Birkhill	Electrical
			William Donald Plumbers, Dundee	Plumber & Heating
			Crighton & McHugh, Dundee	Flooring
			Forbes Signs, Dundee	Signage
			Stewart Small & Son, Dundee	Painter
<b>BACKGROUND PAPERS</b>	None		None	

**LEISURE, ARTS AND COMMUNITIES COMMITTEE - 25 AUGUST 2008**

<b>CLIENT</b>	Leisure and Communities	
<b>PROJECT REFERENCE</b>	1040/313	
<b>PROJECT</b>	Ancrum Centre Window Replacement	
<b>DESCRIPTION OF WORKS</b>	The works comprise the removal of defective windows and replacement with new windows.	
<b>TOTAL COST</b>	Several Works	£10,000.00
	Allowances	£0.00
	<b>TOTAL</b>	<b>£10,000.00</b>
<b>FUNDING SOURCE</b>	Capital	
<b>BUDGET PROVISION &amp; PHASING</b>	2008/2009	£10,000.00
<b>ADDITIONAL FUNDING</b>	None	
<b>REVENUE IMPLICATIONS</b>	None	
<b>POLICY IMPLICATIONS</b>	There are no major issues.	
<b>TENDERS</b>	Property Maintenance & Small Works Partnership; cost estimated	
	1 Dundee Contract Services	£10,000.00
<b>RECOMMENDATION</b>	Acceptance	
<b>ALLOWANCES</b>	None	
	<b>TOTAL</b>	<b>£0.00</b>
<b>SUB-CONTRACTORS</b>	None	
<b>BACKGROUND PAPERS</b>	None	