

City Chambers  
DUNDEE  
DD1 3BY

24th November, 2011

TO: ALL ELECTED MEMBERS

Dear Sir or Madam

**POLICY AND RESOURCES COMMITTEE - 28TH NOVEMBER, 2011**

I refer to the agenda issued in respect of the above meeting and now attach the undernoted reports marked "to follow".

Yours faithfully

DAVID K DORWARD

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.

**1 CHRISTMAS AND NEW YEAR HOLIDAYS**

(Report No 499-2011 enclosed).

**2 WHITEHALL THEATRE**

(Report No 532-2011 enclosed).

## **DUNDEE CITY COUNCIL**

**REPORT TO:** Policy and Resources Committee - 28 November 2011

**REPORT ON:** Christmas and New Year Closures

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

**REPORT NO:** 499-2011

### **1.0 PURPOSE OF REPORT**

1.1 The purpose of this report is to inform the Committee of the festive season opening times within facilities funded by the Policy and Resources Committee.

### **2.0 RECOMMENDATIONS**

2.1 It is recommended that the Committee agrees the opening times as detailed in Appendix 1.

### **3.0 FINANCIAL IMPLICATIONS**

3.1 None.

### **4.0 MAIN TEXT**

4.1 The Director, Leisure and Communities reports annually on the festive opening hours of facilities directly managed or funded through the Policy and Resources Committee. These are as detailed in Appendix 1.

4.2 The designated public holidays for Dundee City Council for the festive period 2011-2012 are as follows:

Friday, 23 December 2011	Monday, 2 January 2012
Monday, 26 December 2011	Tuesday, 3 January 2012
Tuesday, 27 December 2011	

4.3 The closure of specific facilities over the festive period was part of the savings for financial year 2010/11 and was approved by the Policy and Resources Committee on 11 February 2010.

4.4 The rationale for the closure of community centres and Mitchell Street is that it will not impact on users as programmes are suspended during this period. Closure of community libraries will have minimal impact on service provision and the Central Library will remain open between Christmas and New Year in order to maintain the library service.

4.5 Where necessary, staff timetables will be adjusted accordingly. Closing facilities over this period will ensure the efficient deployment of staff resources.

### **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) and Director of Finance have been consulted on this report and are in agreement with its contents. Leisure & Culture Dundee have also agreed these opening times.

**7.0 BACKGROUND PAPERS**

7.1 None.

**Stewart Murdoch**  
**Director, Leisure and Communities**  
**23 November 2011**

**Appendix 1**

FACILITY	Thurs 22 Dec	Fri 23 Dec	Sat 24 Dec	Sun 25 Dec	Mon 26 Dec	Tue 27 Dec	Wed 28 Dec	Thurs 29 Dec	Fri 30 Dec	Sat 31 Dec	Sun 1 Jan	Mon 2 Jan	Tues 3 Jan	Wed 4 Jan
* End of Business times below are last admission times.														
** Operated by Leisure & Culture Dundee														
* Olympia **	Normal Opening	Normal Opening	CLOSED	CLOSED	CLOSED	10am -5pm	10am -5pm	10am -5pm	10am -5pm	10am -5pm	CLOSED	CLOSED	Normal Opening	Normal Opening
* Lochee S/L Centre **	Normal Opening	Normal Opening	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	Normal Opening	Normal Opening
* Sports Centres **	Normal Opening	Normal Opening	CLOSED	CLOSED	CLOSED	Normal Opening	Normal Opening	Normal Opening	Normal Opening	10am-4pm	CLOSED	CLOSED	Normal Opening	Normal Opening
St Paul's Community Facilities**	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
Grove**	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED
SCIO HQ/ Communities & Policy Adm Offices	Normal Opening	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	Normal Opening	Normal Opening	Normal Opening	CLOSED	CLOSED	CLOSED	CLOSED	Normal Opening
Golf Courses**	Normal Opening	Normal Opening	CLOSED	CLOSED	CLOSED	Normal Opening	Normal Opening	Normal Opening	Normal Opening	Normal Opening	CLOSED	CLOSED	Normal Opening	Normal Opening
Wildlife Centre**	Normal Opening	Normal Opening	Normal Opening	CLOSED	CLOSED	Normal Opening	Normal Opening	Normal Opening	Normal Opening	Normal Opening	CLOSED	CLOSED	CLOSED	Normal Opening
Box Office**	Normal Opening	Normal Opening	CLOSED	CLOSED	CLOSED	CLOSED	Normal Opening	Normal Opening	Normal Opening	CLOSED	CLOSED	CLOSED	CLOSED	Normal Opening
McManus Galleries**	Normal Opening	Normal Opening	CLOSED	CLOSED	CLOSED	Normal Opening	Normal Opening	Normal Opening	Normal Opening	Normal Opening	CLOSED	CLOSED	Normal Opening	Normal Opening
Broughty Castle**	Normal Opening	Normal Opening	CLOSED	CLOSED	CLOSED	Normal Opening	Normal Opening	Normal Opening	Normal Opening	Normal Opening	CLOSED	CLOSED	Normal Opening	Normal Opening
Mills Observatory**	Normal Opening	Normal Opening	CLOSED	CLOSED	CLOSED	Normal Opening	Normal Opening	Normal Opening	Normal Opening	12.30 - 4PM	CLOSED	CLOSED	Normal Opening	Normal Opening
Community Centres	Normal Opening	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	Normal Opening
Central Library**	Normal Opening	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	Normal Opening	Normal Opening	Normal Opening	Normal Opening	CLOSED	CLOSED	CLOSED	Normal Opening
Community Libraries**	Normal Opening	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	Normal Opening
Ancrum Centre	Normal Opening	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	9am - 5pm
The Shore	9.00am - 4.00pm	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	9am - 5pm	9am - 5pm	9am - 5pm	CLOSED	CLOSED	CLOSED	CLOSED	9am - 5pm
The Corner Drop In Mitchell Street Centre	Normal Opening	12 noon - 5pm	1pm - 4pm	CLOSED	CLOSED	CLOSED	12 noon - 5pm	12 noon - 5pm	12 noon - 5pm	1pm-4pm	CLOSED	CLOSED	CLOSED	Normal Opening
Community Safety Wardens	Normal Opening	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	CLOSED	Normal Opening
<b>Community Safety Wardens will be operational over this period and can be contacted on the normal telephone number (01382) 436333.</b>														

**REPORT TO: POLICY AND RESOURCES COMMITTEE - 28 NOVEMBER 2011**  
**REPORT ON: PROPOSAL FOR THE FUTURE USE OF THE WHITEHALL THEATRE**  
**REPORT BY: CHIEF EXECUTIVE**  
**DIRECTOR, LEISURE AND COMMUNITIES**

**REPORT NO: 532-2011**

## **1.0 PURPOSE OF REPORT**

To provide the Committee with an update on the discussions which have taken place between the Whitehall Theatre Trustees, Leisure & Culture Dundee and the City Council and to seek the Committees approval to proceed with a one year pilot to ensure the continued operation of the Whitehall Theatre

## **2.0 RECOMMENDATIONS**

2.1 It is recommended that:

- The City Council request that Leisure & Culture Dundee enter into a Service Level Agreement with Dundee City Council for the provision of the services specified in Paragraph 4.2 of the Whitehall Theatre for the 12 month period from 1 January 2012 to 31 December 2012.
- The Education Department commit to the booking of the Whitehall Theatre on a regular basis for Dundee Schools Music Theatre Education and Shows, and as an additional venue for music education where appropriate.
- The Finance Department provide advice and support to the Whitehall Theatre Trustees in relation to the development of a longer term Business Plan which would look at the operational model and viability of the Theatre.
- The City Council provides the Whitehall Theatre with access to any appropriate procurement contracts available to the Council.
- The City Council would appoint a Duty Manager for the Whitehall Theatre and this person would be seconded to the Whitehall Theatre to manage the day to day domestic arrangements for Public and Cast and Health and Safety. This post would be funded by the City Council for the pilot period up to 31st December 2012, and the appointment would be a tripartite agreed appointment, made by Dundee City Council, Leisure & Culture Dundee and the Whitehall Theatre Trustees

2.2 It is further recommended that the City Council ask Leisure & Culture Dundee to:

- Provide the administrative co-ordination for the operation of the Whitehall Theatre.
- Provide a ticketing and box office service for the Whitehall Theatre.
- Liaise with promoters and co-ordinate future bookings of the Whitehall Theatre.
- Agree and deliver a marketing and promotion plan for professional events.
- Provide web based promotion and listing for all bookings at the venue.

### **3.0 FINANCIAL IMPLICATIONS**

The Whitehall Theatre (Dundee) Ltd has provided detailed financial costings based on their accounts for the financial year up to December 2010. Based on these accounts the Whitehall Theatre (Dundee) Ltd has provided a projection on the likely expenditure and income if this proposal were to proceed. Based on these projections and the commitments received from local potential users, including the Education Department, it is the Council's opinion that the Theatre is a financially viable option

The City Council has been asked to provide support for a twelve month period, effectively three months from the current financial year 2011/12 and nine months from the next financial year. This support will be in the form of the appointment of a seconded Duty Manager at an estimated cost of £30,000 per annum, and this cost will be met from the Chief Executives Revenue Budget in the current financial year, and appropriate provision will be made in the 2012/13 Revenue Budget.

### **4.0 MAIN TEXT**

The Whitehall Theatre is owned and maintained by the Whitehall Theatre (Dundee) Ltd, a body which currently has funds available for the ongoing maintenance. The Theatre was managed and operated by a discrete and separate operating company, Whitehall Theatre Ltd. Members will be aware that, during the recent past, the trading company, Whitehall Theatre Ltd., has found it increasingly difficult to trade on a viable basis.

The company went into receivership in late August 2011, and the Trustees of the Whitehall Theatre (Dundee) approached the City Council requesting its assistance to ensure that there can be continued access to the venue and to ensure that it is saved for the future benefit of the citizens of Dundee.

When the venue was first established, it was envisaged that the Whitehall Theatre would become the focal point for amateur dramatic groups in the City. As such, its programming has traditionally not competed with either the Caird Hall or Dundee Rep. Latterly, to try and ensure its viability, the range and diversity of commercial shows was expanded. While initially successful as a strategy, this has contributed to the exposure of the operating company to financial risks and, in part, accounts for its insolvency.

In the intervening three months there has been a series of discussions between the Whitehall Theatre Trustees, Leisure & Culture Dundee and the City Council to identify an arrangement that would see the Whitehall Theatre continue to operate. The following is the outcome of those discussions and what is now being proposed to the three respective parties.

#### **4.1 Whitehall Theatre Trust**

The Whitehall Theatre Trustees will continue to own the building and will be responsible for holding the appropriate licences and for ensuring that the venue is fit for purpose.

The Theatre must be fit for purpose and any health and safety issues identified and addressed in an appropriate manner.

An immediate programme of health and safety works has been identified by the City Council and this must be instructed, completed and paid for by The Whitehall Theatre Trustees.

There are further property surveys scheduled to be completed over the next two weeks, the outcome of these surveys may require further work over the medium to long term, and these works will also be agreed and instructed and paid for by the Whitehall Trustees

Whitehall Trust would be responsible for day to day arrangements, opening, closing, allocation of dressing rooms, cleanliness, health and safety, staffing and access and egress arrangements.

#### 4.2 Leisure & Culture Dundee

Leisure & Culture Dundee will provide the following services:

- With immediate effect Leisure & Culture Dundee would provide a booking agent service to allow bookings for 2012 to be taken.
- Leisure & Culture Dundee would operate the Box Office for the Whitehall Theatre.
- Leisure & Culture Dundee would be the booking agents for both professional and amateur shows and will follow up leads forwarded by the Whitehall Trust and any that may be generated from other sources and will negotiate terms and conditions that would be agreed and favourable to the Trust within the terms of a service level agreement.
- Leisure & Culture Dundee would supply technical guidance and support within the terms of a service level agreement and also advice on Health and Safety legislation.
- Leisure & Culture Dundee would advise on best front of house practice and would assist in delivering this.
- Leisure & Culture Dundee would assist in promotion of the theatre.

It is important to stress that the Whitehall Theatre Trustees would continue to own the theatre and that Leisure & Culture Dundee would be providing the above detailed services , but would have no liability for the operation or condition of the theatre.

#### 4.3 Dundee City Council

The City Council will provide the following input to the proposed arrangement:

The City Council would appoint a Duty Manager for the Whitehall Theatre and this person would be seconded to the Whitehall Theatre to manage the day to day domestic arrangements for public and cast and Health and Safety. This post would be funded by the City Council for the pilot period up to 31st December 2012, and the appointment would be a tripartite agreed appointment, made by Dundee City Council, Leisure & Culture Dundee and the Whitehall Theatre Trustees

The Education Department will commit to the booking of the Whitehall Theatre on a regular basis for Dundee Schools Music Theatre Education and Shows, and Theatre as an additional venue for music education, where this is appropriate.

The Finance Department will provide advice and support to the Whitehall Theatre Trustees in relation to the development of a longer term Business Plan which would look at the operational model and viability of the Theatre.

The City Council will provide the Whitehall Theatre with access to any appropriate procurement contracts available to the Council.

## **5.0 POLICY IMPLICATIONS**

This report has been screened for policy implications in respect of sustainability, strategic environmental assessment, anti-poverty, equality impact and risk management.

It is considered that the continuation of the Whitehall as a venue for community and theatrical events will contribute to the promotion of inclusion and will have positive benefits for the City of Dundee.

There are no major issues arising.

## **6.0 CONSULTATION**

The Director of Education, Director of Finance and the Depute Chief Executive (Support Services) have been consulted in the preparation of this report and are aware of the implications arising. The Trustees of Leisure & Culture Dundee have been consulted and are in agreement with the role their organisation and staff are being asked to play.

## **7.0 BACKGROUND PAPERS**

None.

David K Dorward  
Chief Executive

Stewart Murdoch  
Director, Leisure & Communities

23 November 2011



City Chambers  
DUNDEE  
DD1 3BY

18th November, 2011

Dear Sir or Madam

You are requested to attend a MEETING of the **POLICY AND RESOURCES COMMITTEE** to be held in the City Chambers, City Square, Dundee on Monday, 28th November, 2011 following the meetings of the Education and City Development Committees called for 6.00 pm.

Yours faithfully

DAVID K DORWARD

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 CHRISTMAS AND NEW YEAR CLOSURES**

(Report to follow).

#### **2 WHITEHALL THEATRE**

(Report to follow).

#### **3 EAST CENTRAL TERRITORY HUB**

(Report No 488-2011 was issued with the agenda and papers for the Education Committee).

#### **4 NATIONAL FOOTBALL ACADEMY IN DUNDEE**

(Report No 534-2011 enclosed).

**REPORT TO: POLICY AND RESOURCES COMMITTEE - 28TH NOVEMBER, 2011**  
**REPORT ON: NATIONAL FOOTBALL ACADEMY IN DUNDEE**  
**REPORT BY: CHIEF EXECUTIVE**  
**REPORT NO: 534-2011**

## **1.0 PURPOSE OF REPORT**

To consider the establishment of a Steering Group relative to the above.

## **2.0 RECOMMENDATIONS**

It is recommended that to take full advantage of the potential to site the National Indoor Football Centre and attached Football Academy in Dundee that the Committee agree that a Steering Group is established now to start work on taking forward the Dundee bid.

The Committee further agree that the membership of the Steering Group be as detailed in paragraph 4.1 of the report.

## **3.0 FINANCIAL IMPLICATIONS**

**Capital Costs** - The majority of the funding will most likely be coming from the Scottish Government via the SFA. This will need to be developed once the bid criteria are known. The most important task will be to align the budget with the design proposals and costs.

**Revenue Funding** - It is not yet known the level of financial support that will be given but the revenue requirements will need to be determined based on the design and management agreements. Then consideration will need to be given to how the revenue will be found from various sources and partners including the potential of private sector involvement/sponsorship.

## **4.0 MAIN TEXT**

The SNP Government included with the 2011 Scottish Parliament manifesto under Sport and Commonwealth Games the following statement:

*"We will still use funding from our Young Scots Fund to provide a new National Indoor Football Centre with attached National Football Academy, one of the key recommendations of the McLeish Review. We will invite Local Authorities to bid to have the new centre in their area".*

The Scottish Football Association is now close to issuing its criteria for the bidding process, to which local authorities will submit their bids.

### **4.1 Make up of the Steering Group**

Dundee has the singular advantage of having two professional football clubs in the City, as well as higher education establishments with sports science research and teaching and established partnership working. Utilising these advantages the Steering Group would be a partnership established to not only under take the bid but to also go on to build and be part of the management of the National Football Academy in Dundee.

The membership of the Steering Group would be organisations whose representative may change as the requirement of the task changed but who would have an input into developing the bid and the subsequent build and management of the project.

*The National Football Academy in Dundee Steering Group would be established under the auspices of the Dundee Partnership to maximise its partnership workings.*

The proposed membership of the Steering Group would be as follows:-

### **Members**

- Leader of the Administration or representative
- Both Professional Football Clubs in the City
- Both City Universities and Dundee College
- Leisure and Culture Dundee
- National Health Service - Tayside
- Regional representatives of the Scottish Football Association (if allowed)
- Regional Sporting Partnership
- Dundee City Council Departments
  - City Development - Planners, Property, Transport, Designers and Technical Services
  - Environment - Land Management
  - Education - Active Schools and PE
  - Chief Executives - Communities, Youth Work and Policy

The National Football Academy in Dundee Steering Group, due to its strategic importance to the City, would be chaired by the Chief Executive.

### 4.2 Remit of the Steering Group

The groups first and foremost remit will be to submit a bid to establish the National Football Academy in Dundee. Although the bid criteria have not been issued from the SFA yet it will most likely fall into three major areas and the Steering Group could have preliminary discussions on these.

#### **PHYSICALITY**

- Location
- Site Layout
- Design
- Access/Transportation

#### **FINANCE**

- Capital Costs
- Revenue Funding

#### **MANAGEMENT**

- Property and Land
- Staffing
- Sports Sciences
- Professional Association
- National Perspectives/Involvement
- Community Involvement
- Organisation to Manage the Facility

#### **PHYSICALITY**

**Location** - sited on Dundee City Council land potential sites could be determined now that have the capacity in terms of land area as well as ease of access and transportation links, which will be very important for a national centre

**Site Layout** - Although the detailed requirements are not yet know, determination of overall size etc. could be surmised to assist in site location. Once the details of the bid are known outline layouts would be required.

**Design** - The bid requirements will be paramount but that does not preclude a high level of design for the facility, especially in relationship to 'green' elements - renewable energy, sustainable products, all assisting in reducing the revenue costs. There is also the consideration of ancillary requirements i.e. accommodation, additional training venues.

**Access/Transportation** - As mentioned before highly important for a national facility. What do we have now in Dundee and what would be required to be introduced, improved or reduced to provide the required ease of access for the majority of users from across Scotland?

## MANAGEMENT

**Property and Land** - With the City Council most likely providing the site, consideration will have to be given by the Steering Group into who will manage the buildings and the site. This will be linked to the revenue discussion and the financial vehicle chosen to take forward the construction and management of the facility.

**Staffing** - Working with the SFA, both nationally and regionally, the Steering Group will need to determine staffing levels. This will extend to sport sciences as well as coaches, administration etc. Inclusion of the use of volunteers and Dundee City Council and Dundee Leisure & Culture staff also need to be considered by the Steering Group.

**Sport Sciences** - The two Universities and Dundee College as members of the Steering Group could develop proposals for sports sciences delivery at the facility but also research work, utilising the National Football Academy in Dundee as a base.

**Professional association** - In modern day football, the professional game is so important to the sport, that association with professional clubs and the national team will be critical to the development of a National Football Centre. Dundee has the advantage of having two professional teams, in Dundee FC and Dundee United FC and their input to the Steering Group will be useful in all areas of development both for the bid and the future management.

**National perspectives/involvement** - The Steering Group will need to consider how the Academy and indoor pitches would link into the national requirements of the sport, the SFA and the Scottish Government.

**Community Involvement** - To make sure all possible advantages are gained by Dundee in having the National Football Academy sited in the city, the Steering Group should determine what additional community involvement could be generated. This could range from local usage of the facility to regional development programmes, to educational opportunities, career development, research programming, joint associations with other organisations in the city and volunteering. There are also the advantages of involving the local community in its development as has been seen by the V&A in Dundee. The Steering Group will need to decide if this is to be undertaken and, if so, to what level organisations and the local community would be involved.

**Organisation to Manage the Facility** - If not predetermined by the bid criteria the Steering Group will need to consider the best financial vehicle to manage the facility.

### 4.3 Conclusion

- (a) Establishing a Steering Group now before the National Football Academy bid criteria is published will be a benefit to Dundee to get ahead of the game.
- (b) Having a Group that can submit the bid but also go on to build and manage the National Football Academy in Dundee would be an advantage.
- (c) The Dundee submission will need to provide additionality to the bid, going beyond what is asked in the criteria issued by the SFA. There is the real potential for the strong partnership working we have in the city, to also include the involvement of the two professional football clubs, two universities and the college which will deliver more than just a series of indoor pitches and an academy to the sport of football.
- (d) The Steering Group will need to work on what the National Football Academy can deliver for Dundee beyond the obvious prestige and provision of new indoor facilities in the city.

## **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 CONSULTATIONS**

The Depute Chief Executive (Support Services), Director of Finance and Director, Leisure and Communities have been consulted.

## **7.0 BACKGROUND PAPERS**

None.

David K Dorward  
Chief Executive

DATE: 18 November 2011