

DUNDEE CITY COUNCIL

REPORT TO: POLICY AND RESOURCES COMMITTEE - 21 APRIL 2014

REPORT ON: THIRD PARTY PAYMENTS FOR 2014-2015

REPORT BY: CHIEF EXECUTIVE

REPORT NO: 163-2014

1.0 PURPOSE OF REPORT

To submit to the Committee a request for the approval of the Management Agreement to Dundee Contemporary Arts Ltd and the renewal of Revenue Grant support to Dundee Science Centre, Dundee Industrial Heritage Ltd, Dundee Repertory Theatre Ltd - Main House, Creative Learning Team and Scottish Dance Theatre, Grey Lodge Settlement, Dundee Voluntary Action Ltd, Volunteer Centre Dundee Ltd and Dundee International Women's Centre.

2.0 RECOMMENDATIONS

It is recommended that the Committee:

- 2.1 remits the Chief Executive, on behalf of Dundee City Council, to update the Management Agreement with Dundee Contemporary Arts Ltd.
- 2.2 remits the Chief Executive, on behalf of Dundee City Council, to enter into a one year Service Level Agreement with Dundee Science Centre, Dundee Industrial Heritage Ltd, Dundee Repertory Theatre Ltd - Main House, Creative Learning Team and Scottish Dance Theatre.
- 2.3 remits the Chief Executive, on behalf of Dundee City Council to enter in to a Third Sector Interface as detailed in an annual Work Plan for 2014-2015 with Dundee Voluntary Action Ltd.
- 2.4 remits the Chief Executive, on behalf of Dundee City Council, to award grants to Volunteer Centre Dundee Ltd, Dundee International Women's Centre and Grey Lodge Settlement.
- 2.5 remits the Chief Executive to keep these arrangements under review and amend as appropriate.
- 2.6 approves the level of Management Fee for the period 1 April 2014 to 31 March 2015 amounting to:-

£ 251,363 for Dundee Contemporary Arts Ltd
- 2.7 approves the Revenue Grant Funding for the period 1 April 2014 to 31 March 2015 amounting to:-

£ 43,787 for Dundee Science Centre
£ 59,850 for Dundee Industrial Heritage Ltd
£ 374,425 for Dundee Repertory Theatre Ltd
£ 59,604 for Grey Lodge Settlement
£ 38,378 for Dundee Voluntary Action Ltd
£ 9,624 for Volunteer Centre Dundee Ltd
£ 7,761 for Dundee International Women's Centre

3.0 FINANCIAL IMPLICATIONS

3.1 The funding recommended is as listed below:-

£	251,363	Dundee Contemporary Arts Ltd - Management Fee
£	15,000	Dundee Science Centre - Revenue Grant
£	28,787	Dundee Science Centre - Annual Grant
£	59,850	Dundee Industrial Heritage Ltd - Revenue Grant
£	334,774	Dundee Repertory Theatre Ltd Main House - Revenue Grant
£	18,198	Dundee Repertory Theatre Ltd Creative Learning Team - Revenue Grant
£	21,453	Dundee Repertory Theatre Ltd - Scottish Dance Theatre - Revenue Grant
£	59,604	Grey Lodge Settlement - Revenue Grant
£	38,378	Dundee Voluntary Action Ltd - Revenue Grant
£	9,624	Volunteer Centre Dundee Ltd - Revenue Grant
£	7,761	Dundee International Women's Centre Revenue Grant

totalling £844,792 and is available in the Chief Executive's Department Revenue Budget for 2014-2015.

3.2 The terms and conditions of the grants will be contained within Management Agreement, Service Level Agreements, Third Sector Interface or grant applications for 2014-2015 between Dundee City Council and the various organisations

4.0 MAIN TEXT

4.1 Reference is made to the Special Policy and Resources Committee of 13 February 2014 where the Committee approved the Third Party Payments from the Chief Executive's Department Revenue budget.

4.2 Reference is made to the Policy and Resources Committee of 10 June 2013 where approval was given for updating of the Council's guidance on Following the Public Pound. This report complies with this updated procedural guidance in providing an annual report to Committee covering financial and performance information on organisations that receive substantial funding grants from the City Council.

4.3 Reference is made to the 2014/2015 Revenue Budget that was approved by Special Policy & Resources Committee on 13 February 2014 including the grant of £7,054,000 to Leisure & Culture Dundee.

4.4 For each of the organisations that receive a substantial funding grant from the City Council an agreement exists. A Management Agreement for Dundee Contemporary Arts where the City Council owns the facility the organisation functions out of, or a Service Level Agreement for Dundee Science Centre, Dundee Industrial Heritage and Dundee Repertory Theatre Ltd. Dundee Voluntary Action Ltd has a Third Sector Interface Work Plan that is agreed each year and Grey Lodge Settlement, Dundee International Women's Centre and Volunteer Centre Dundee all have grant agreements.

4.5 The various attached appendices provide a resume of each organisation's activities over the last year covering the period of their previous grant and a projection of their activities over the period of their next annual grant. There are also financial break downs of their annual accounts and the number of full time equivalent jobs they provide in Dundee.

4.6 The Committee is asked to approve the various organisations activities over the previous grant period 2013-2014 and their proposals for 2014-2015 and note the wide range of cultural and community activities that have, and are happening in the city, supporting its on going rejuvenation as a Cultural City. Also supported is the provision of over 302 full time equivalent posts in the city from these various organisations.

- 4.7 A consultation workshop was held with various representatives of the voluntary sector organisations likely to be affected by these proposals on 11 December 2013. The Chief Executive, Director of Corporate Services and other relevant Council departments were represented at these discussions. A further meeting with representatives of the Cultural Third Sector in Dundee and the Chief Executive was held on the 19 February. The Council will continue to engage with all voluntary and cultural sector bodies and make every effort to mitigate any adverse impact any financial savings have on the front line services and explore further opportunities to provide any in kind support where this is possible.
- 4.8 Work is currently underway across the City Council, in partnership with the third sector, to identify opportunities to streamline contractual arrangements in the future. It is therefore anticipated that this will result in a change of monitoring arrangements at some point during the period 2014-2015 which will be reflected in next years agreements and committee report. Existing contractual terms and conditions as well as monitoring arrangements will continue until a collective agreement has been reached with the Third Sector.

5.0 POLICY IMPLICATIONS

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

An Equality Impact Assessment is attached to this report.

6.0 CONSULTATION

- 6.1 The Director of Corporate Services and Head of Democratic and Legal Services have been consulted on this report and are in agreement with its contents.

7.0 BACKGROUND PAPERS

- 7.1 None.

DAVID K DORWARD
CHIEF EXECUTIVE
2 APRIL 2014

APPENDICES

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DUNDEE CONTEMPORARY ARTS

During 2013/14, Dundee Contemporary Arts (DCA) sustained its very full programme for 7 days a week, 12 hours a day, with brief closures at Christmas and Hogmanay. Over the year the centre once again welcomed over 350,000 people through the doors and brought in over £1.7m of external investment and trading income into the City over and above the investment from Dundee City Council.

Review of 2013-14

2013/14 was the seventh year in which DCA was working within the context of Creative Scotland 'Foundation' status and the final year of a three-year funding commitment. Partnership working with Dundee City Council continued with work on taking forward and reporting on the cultural strategy for the Dundee Partnership as well as active membership of the Culture and Learning Group of the Partnership and active engagement with the Cultural Agencies Network and the Cultural Events group (a group which provides an interface between cultural and community organisations in the city). DCA played an active role in the bid process for 'City of Culture 2017'.

During the year, the DCA Galleries featured a carefully selected series of exhibitions designed to appeal to broad and specialist audiences. New opening hours were implemented by opening every Monday (replacing the previous policy of only being open on public holiday Mondays) and this has had a very positive effect on visits and access in general.

The year began with a highly successful exhibition by the Aberdeen based, Dundee trained illustrator Johanna Basford. Johanna is intrinsically linked with the city and a big advocate of DCA as an institution. They presented an exhibition of Sister Corita Kent's colourful screen prints and five contemporary artists inspired by her life and work. This exhibition was programmed to coincide with Impact - the major Print Conference held in Dundee. DCA commissioned new work from the popular video artist Hiraki Sawa for exhibition during the Discovery Film Festival. They closed the programme for the year with a survey exhibition by Thomson and Craighead - DJCAD graduates celebrating twenty years of collaborative practice. Thomson and Craighead, Hiraki Sawa and Jutta Koether (from the end of the 12/13 programme) all involved partnership working with internationally recognised venues.

MEWO Kunsthalle in Memmingen, Tokyo Opera City Art Gallery and Arnolfini, Bristol provided them with opportunities to showcase their work in other prestigious locations. Excellent visitor responses and increased attendances capped a successful year.

Community & Education Programme

The DCA Community and Education programme continued working to deliver both high-profile programme events alongside longer-term development of relationships with partner groups. They sustained their portfolio development workshops with 11-16yr olds and offered a strong range of CPD sessions for teachers in support of the Curriculum for Excellence.

Cinema

Cinema at DCA continues to grow with record audiences for all aspects of the programme, once again exceeding last year's figures. From foreign-language to quality independent filmmaking to a wide range of alternative content (including theatre, ballet, and opera), the cinema programme continues to attract audiences from all across Dundee and further afield. Discovery, Scotland's International Film Festival for Children and Young People celebrated its 10th anniversary and reached over 85% capacity for its schools programming. Working with local teachers, Discovery produces teaching materials and film resources which are used by educators all over the globe. Locally, new learning opportunities were also launched in 2013/14 by the cinema department. Focus On Film, a life-long learning opportunity was created in partnership with Dundee that covered topics such as Adaption, Film Noir and Stars. In addition, DCA was awarded a grant by the BFI to the Discovery Film School Dundee; a new Film Academy where 12 young people aged 15-19 spent four months of intensive training with industry professionals to learn about filmmaking. Finally, DCA are key partners in the development of the Scottish Film Hub who will be administering the BFI Film Audience Network funds going forward.

Shop

DCA Shop continues to grow and once again has met ambitious retail targets that will see turnover rise to a new record high in 2013/14. A major project for the Shop this year has been a full refurbishment including bespoke, architect designed display fittings, giving a high quality platform for DCA's suppliers, and improving customer experience. Successful retail events were delivered, including their largest Christmas Craft and Design Market to date, Christmas shopping evenings and launch events following the refurbishment. Shop staffing was re-structured to enable the addition of a Shop Supervisor role that will help support continued future growth.

Print Studio

This year saw the culmination, in the *Print Festival Scotland*, of two years' planning and preparation. The Festival, planned to coincide with the *Impact 8 Conference* saw over 450 delegates from 35 countries visit the city, for an intensive programme of print-related exhibitions, papers, presentations and events. DCA Print Studio was prominent in many aspects of the planning and organisation. Organisations all over Dundee and cities throughout Scotland presented an extensive range of print exhibitions, and DCA curated its first ever entirely print-focused exhibition '*There will be New Rules Next Week*'. It was an exciting fortnight that DCA believe has established printmaking as a major presence in the city, and showcased the high standard of Print Workshops in Scotland. Delegates were impressed by the commitment that Scotland has shown to funding printmaking as an important area of artists' production over 40 years. There are few countries that can demonstrate similar support.

DCA continued to play a key role on developing new initiatives, staging the second year of the 'Blue Skies Festival', led by DCA with invited collaborations with Dundee Science Centre, Dundee Rep Theatre, Leisure & Culture Dundee, Smallpetitklein and others.

Major Plans for 2014-2015

With clear and positive support from all its major stakeholders, DCA enters 2014/15 with a strong commitment to sustain its programme and its audiences during economically straitened times. Work continues in ensuring the organisation is doing all it can to deliver excellent value to audiences and artists and it is leading on partnerships both nationally and locally to ensure every opportunity to achieve this is explored. DCA continues to take a lead in developing collaborative working with Cultural Quarter partners in Dundee Rep Theatre and Dundee Science Centre.

The 2014/15 programme will sustain the national and international profile of the venue while also growing the pathways of access for local audiences. Exhibitions are increasingly being planned in partnership with other international venues to ensure value is maximised and newly commissioned work has as long a life as possible. The organisation remains ambitious both in terms of the scope and scale of the programme and has committed to an active process aimed at further growing audiences. Work also continues on the development of the organisation itself and a process of board and staff development is underway.

The significant plans in place for 2014-15 build upon DCA's local, national and international reputation. Each exhibition programmed is devised with offering clear pathways of access to local audiences and to develop the profile of the venue. Exhibitions are delivered with the aid of external support in terms of grants from cultural bodies or with partnership working with other visual arts organisations. Talks, workshops, concerts and screenings and exhibitions, garner local and international press attention and bring visitors to the region. In the summer, DCA is participating in Generation - the national celebration of contemporary visual arts with over 100 artists exhibiting across over 60 venues.

DCA is working closely with colleagues both within the V&A at Dundee and the V&A in London on plans for a future joint exhibition.

DCA is committed to working with partners across the city to ensure the cultural life of the city remains rich and diverse and will continue to take a lead in the support and promotion of visual arts activity in the city as well as providing, wherever possible, platforms for a range of cultural experiences including literature, music and new media activities.

Employment and Income

DCA continues to be a major factor in the local economy in terms of both economic activity and employment, with the centre directly sustaining 71 full-time equivalent jobs as well as providing work opportunities for 22 sessional artists (many of whom either work as artists or across other cultural institutions in Dundee and beyond). They are projected to achieve 89 % of their income from non City Council sources in 2014-15.

Dundee Contemporary Arts Ltd

	Estimated Outturn 2013-2013 £	Draft Budget 2014-2015 £
Expenditure		
Core	252,206	154,414
Arts	862,785	860,815
Operations	600,964	620,584
Marketing	174,752	171,778
Community and Education	84,028	91,156
Depreciation	24,197	5,335
Shop refurbishment, web site, ticketing system	25,000	50,000
Irrecoverable VAT	12,000	10,000
Total Expenditure	2,035,932	1,964,082
Income		
Core	377,061	283,756
Arts	624,737	617,040
Operations	158,424	168,391
Marketing	950	1,000
Community and Education	16,553	19,500
Sub Total Income	1,177,725	1,089,687
Grants		
Creative Scotland	580,000	580,000
Dundee City Council	256,765	249,060
Drawn from Reserve to cover cinema (12-13) and Shop refurbishment (13-14)	25,000	27,000
Drawn from Reserves to cover depreciation of capital acquisitions	24,197	5,335
Sub Total Grants	885,962	861,395
Total Income	2,063,687	1,951,082
Surplus /(Deficit)	27,755	13,000

DUNDEE SCIENCE CENTRE

Review of 2013-14

2013/14 was a positive year for Dundee Science Centre. The continuation and growth of the audience development initiative reaching more hard to reach communities, the expansion of national contracts and a national headlining exhibition all helped ensure that they had a strong year.

Science Learning Initiatives

Science learning programmes were delivered to a wide audience from Baby Sensory for 0-18 months and Early Explorers for toddlers aged 3-5 to Cafe Science Extra for adults. They added in new programmes for primary and secondary aged children and family activities to ensure families have the opportunity to learn together.

Exhibitions and Public shows

Special events, public shows, and diverse exhibitions ensured a changing programme throughout the year with wide appeal to all audiences. The Centre hosted a headlining exhibition from London's Natural History Museum – Myths and Monsters, and added in a local element by working with Dundee heritage and academic organisations.

Routes to Science Engagement

Science provides a source of lifelong learning and a topic with which the community can engage as both a social and cultural pursuit. It reflects the major discoveries of the city. During the year the centre continued to integrate and work with local partners, including contributing to local authority cultural and business groups. Working relationships continued with the Rep, DCA, Mills Observatory, the McManus: Dundee's Museum and Art Gallery, the V&A Dundee as well as others.

Public Engagement

Dundee Science Centre worked with Universities in the local area as well as nationally to facilitate their engagement with the Community. The new College of Life sciences – University of Dundee Discovery Desk is a new area where scientists can base themselves in the centre to engage with the public and begin a dialogue about research and the scientific process.

Dundee science Centre also partnered with the Institute of Medical Science and Technology (IMSaT) to create a new public engagement programme.

City of Science

Dundee Science Centre works to promote the scientific innovation of Tayside both nationally but also amongst its own people – raising local pride in the city. The Dundee Science festival in 2013 saw more than 10,000 people (most from Dundee) attended over 65 events at more than 30 venues across the centre making Dundee Science Festival the fastest growing science festival in Scotland.

Learning Activities

Dundee Science Centre is inspected by Education Scotland (formerly HMIE) and continued to expand and develop its rich programmes for learning in support of a Curriculum for Excellence. Providing support for pupils and teachers, promoting science careers, scientific literacy, and learning for life have been key themes of the development and expansion. Dundee Science Centre runs two National contracts in support of this. The centre is the North East STEMNet contract holder offering advice to secondary schools about improving STEM teaching and also running the ambassador scheme whereby scientists and engineers go into secondary schools to support the teaching. Currently the Centre deploys in excess of 500 scientists in the region. Additionally the Centre was appointed the Scottish Council for Development and Industry's (SDCI) Young Engineer and science Clubs coordinator for primary schools in Dundee, Angus and Perth.

Any Dundee Science Centre surplus is invested back into the Educational Charity.

Major plans for 2014-15

2014-2015 will be a busy and important year for the centre. Leading two science festivals, operating nationally significant contracts, expanding the educational and learning offering and further embedding the work they do with hard to reach audiences within the community are key focuses.

In addition a grant of £850,000 has been awarded from The Wellcome Trust to create a new mezzanine extension to the centre and develop a new medical technology exhibition. A major fundraising campaign will take place throughout 2014 to raise the additional £500,000 required to complete the project.

Public exhibitions and shows

As well as a changing programme of Exhibitions throughout the year, Dundee Science Centre will host a major headlining exhibition by the Natural History Museum – Ice Station Antarctica. The exhibition has not been seen outside London before.

Additional shows and workshops throughout the year will include Explore Your Universe; We are Aliens, The Ice Show, The North Pole and 'Speed, Strength and Stamina.

Science learning Institute (SLI)

The SLI in 2014 / 15 will increase the numbers of adult professional development opportunities available through a rich programme of Continued Professional Development for teachers, training for research scientists, mentoring for undergraduate science ambassadors and S6 Baccalaureate pupils. Supporting nursery schools to introduce the Science Curriculum into their programming will be a key driver for the SLI

Curriculum for Excellence

Dundee Science Centre will provide schools with resources to support Curriculum for Excellence. By adding to the number of 'Loan Boxed' schools can hire free of charge, they ensure that more pupils and teachers can deliver activity. The new 'Explore Your Universe' physics kits ensure they deliver support for the difficult subject areas such as physics and the Physical sciences.

Dundee Science Festival

As the heart and mind behind Dundee Science Festival the Science Centre will continue to bring together and support a wide partnership to allow them to deliver an exciting and wide-reaching festival in 2014.

Employment and Income

Dundee Science Centre employs 47 employees, 30 of which are full time. The remaining staff are casual and seasonal contacts. They are projected to achieve 95% of their income from non-City Council sources in 2014-2015.

Dundee Science Centre

	Estimated 2013 £	Out-turn	Draft Budget 2014 £
Expenditure			
Staff cost	686,700		717,500
Operations	401,361		415,761
Rent, rates, fees	51,618		51,618
Total Expenditure	1,139,679		1,184,879
Income			
Tickets inc Gift Aid	204,301		210,925
Gift shop	41,272		42,137
Coffee shop	102,566		102,566
Car parks (ex Seabraes contract)	155,274		153,700
Sponsorship	19,049		49,500
Other commercial	31,712		34,758
Projects	86,950		66,000
STEMNET contract	70,000		90,000
Science learning/outreach	9,080		10,000
Sub Total Income	720,204		759,586
Grants and sponsorship income			
DCC Annual Revenue Support Grant	31,092		31,092
DCC Endowment	15,000		15,000
DCC Seabraes Car Park Contract	78,000		79,000
Scottish Government	311,016		312,100
Sub Total Grant Income	435,108		437,192
Total Income	1,155,312		1,196,778
Surplus/deficit	15,633		11,899

DUNDEE INDUSTRIAL HERITAGE

Dundee Industrial Heritage Limited (DIH Ltd) operates two of Dundee's premier tourist attractions – Discovery Point and Verdant Works. It is a charitable company and the trading arm of Dundee Heritage Trust. The Trust is the only independent charity in Scotland operating two five star rated museums.

The purpose of Dundee Heritage Trust is 'the guardianship, preservation, and portrayal of Dundee's Heritage in ways that educate, inspire and enlighten current and future generations'.

The Trust is responsible for the care and conservation of the RRS *Discovery*, one of the world's most important ships, part of the UK's National Historic Fleet, Core Collection. Verdant Works is an anchor point on the European Route of Industrial Heritage, one of only three in Scotland. Both Discovery Point and Verdant Works have full accreditation status as museums. The Trust's jute collections plus the RRS *Discovery* and the associated polar collections are Recognised Collections of National Significance. Verdant Works and Discovery Point both hold the prestigious Sandford Award for Heritage Education until 2018.

The Trust continues to play an active part in the city's cultural and community scene through membership of the Learning & Culture Strategic Group, the Cultural Agencies Network and the Cultural Partners group. The Trust has worked on partnership projects during the year with Dundee Science Centre, Dundee Rep and Dundee & Angus College to name just a few. Their organisation is very open to collaborative opportunities, subject to having the capacity to undertake them. The Trust's Heritage Director is a panel member of Industrial Museums Scotland, is the Scottish Representative for the Association of Independent Museums (a UK wide body) and is a member of the Museums Stakeholder Group, charged with the delivery of the National Strategy for the Museums and Galleries sector in Scotland. The Trust is also a member of Tayside Museums Forum, currently providing the secretariat function. The Trust's Operations Director was appointed to the board of the Dundee and Angus Chamber of Commerce in 2013.

Review of 2013-2014

Verdant Works High Mill

The major project for Dundee Heritage Trust during 2013 was development work on the High Mill Open Gallery project. Their application for £1.46 million from the Heritage Lottery Fund received its first stage pass at the end of March 2013 along with development funding to allow them to employ a professional team of architects, designers, structural engineers and educational consultants for eight months. An innovative and exciting scheme was duly devised which will see a dramatic cathedral-height space created, new themes interpreted, substantial amounts of collections put on public display for the first time, a partnership with Leisure & Culture Dundee to conserve and exhibit their 1801 Boulton & Watt steam engine and a vibrant associated programme of learning and cultural events, many in collaboration with other Dundee organisations. The project is also being supported by numerous charitable trusts, companies and private individuals along with a generous £500,000 grant from Historic Scotland.

New acquisitions

The Trust's jute and polar collections continue to grow and the museums have been fortunate to acquire a number of new and exciting artefacts over the last year, some donated and some purchased at auction or by private sale. Highlights include three *Discovery* blueprints dating from 1900, the expedition microscope and travelling medical kit used by Reginald Koettlitz, Senior Surgeon on board the *Discovery* in 1901-04 and an aquatint of Fort Gloster jute mills on the River Hooghly in Calcutta, dating from c. 1860. Funding to support these purchases was raised from – the National Fund for Acquisitions, the UK Antarctic Heritage Trust and the Friends of Dundee Heritage Trust.

On-Line Database

The Online Collections Database launched in the summer of 2012 is becoming increasingly popular with the public, bringing in enquiries from around the world. It is also proving an extremely useful tool to point researchers towards.

Public Catalogue Foundation / BBC Your Paintings

Dundee Heritage Trust participated in a nationwide series of activities held in the spring of 2013 to celebrate the completion of 'Your Paintings', a website for the entire UK national collection of oil paintings created by the BBC in partnership with the Public Catalogue Foundation. Dundee Heritage Trust's small but significant art collection is now on this website as well as having been published in a beautiful catalogue of all Dundee's art holdings.

Museum Accreditation

Accreditation is a set of national standards for UK museums. To achieve Accreditation, museums must meet published requirements in how they care for and document their collections, how they are governed and managed and on the information and services they offer to their users and visitors. Dundee Heritage Trust was called to re-apply last summer after a revision to the scheme's terms and conditions. Both applications were successful and Discovery Point and Scotland's Jute Museum @ Verdant Works were awarded full Accreditation status last summer.

3D Laser Scan of RRS *Discovery*

A Recognition Fund grant from Museums Galleries Scotland allowed the Trust to commission a 3D laser scan of RRS *Discovery*. Digital Surveys of Newcastle have done a fantastic job, providing incredibly accurate and detailed survey measurements of *Discovery*. This data will be an important conservation management tool for the future, allowing them to assess any structural movements in the ship's hull. The 3D rendered models, animations and walk-throughs that have also been produced have incredibly exciting interpretation potential, including the ability to 3D print. The Trust are now working to establish the best way of making all the information publicly available within Discovery Point and via the web.

Dundee Rep Community Theatre Production

DHT worked in partnership with Dundee Rep on an exciting theatre production called 'This Town' that was held at Verdant Works during March 2013. A site specific performance featuring dance, drama and live music in different locations around the museum, *This Town*, exploring Dundee through the eyes of its people, was devised and performed by community actors from the Whitfield community and was a great success with all performances sold out.

Volunteering in Museums Conference

This free one-day event in June organised by Tayside Museums Forum to celebrate the work of museum volunteers and share ideas and best practice was a roaring success with about 100 people attending. DIH curatorial staff helped to organise the event and DIH staff and volunteers delivered workshop sessions. The conference was attended by 15 of the Trusts volunteers which was a great response.

Awards

Both Discovery Point and Verdant Works retained their Five Star awards under Visit Scotland's Quality Assurance Scheme with both museums scoring 88%, rating them as 'exceptional' and 'world class'. Scotland's Jute Museum @ Verdant Works was delighted to receive a highly commended accolade at the Evening Telegraph Hero Awards in November. Nominated in the 'Spirit of Dundee' category, the award is designed to recognise those who have highlighted Dundee to a wider audience. Dundee Heritage Trust retained its prestigious Sandford Award for Heritage Education Trust during 2013. In June, the judges visited Discovery Point and Verdant Works to shadow school tours and workshops, and to speak to teachers and pupils about their views on the visit. Both sites once again retained their Award with flying colours, receiving them at a ceremony at the National Gallery in London in November. Discovery Point was also re-assessed under the Green Business Tourism Scheme and retained its Silver award in recognition of its commitment to environment sustainability. Dundee Heritage Trust holds a Volunteer Friendly Award. This award recognises organisations that achieve best practice standards in their recruitment, training and supervision of volunteers.

Education

4,850 children visited Discovery Point and 2,131 visited Verdant Works as part of organised school visits during 2013.

73 workshop sessions from their standard programme were delivered to visiting schools including Travel and Tourism for secondary school level (which uses DHT as a case study), *Toys and Games*

and *Victorian Life* at Verdant Works, and *Polar Explorers* at Discovery Point. In addition, science workshops were held at both Discovery Point and Verdant Works during November as part of the annual Dundee Science Festival. At Discovery Point the theme was Navigation, and at Verdant Works it was Victorian Animation Toys and Optical Illusions. 84 pupils participated in the activities at the two sites. The annual Victorian Christmas Workshops at Verdant Works were held during the first two weeks of December with almost 200 pupils taking part.

Outreach events and workshops were also delivered to pupils in school, and loan boxes of resource materials related to either the jute industry or Captain Scott and the *Discovery* were borrowed by schools for their own class learning. The Education Officer contributed to a World War 2-themed day at Whitfield Community Complex in April. The event brought together all the Primary 7 pupils from the Braeview Academy cluster for a day of workshop activities presented by DHT, The McManus, Dundee Rep and Scottish Dance Theatre. Over 150 pupils took part. The Education Officer delivered a number of information sessions to teaching students from Dundee University and CPD sessions to teachers from Tayside and Fife over the course of the year.

Temporary Exhibitions

The Trust continues to run a diverse programme of temporary exhibitions at both museums, a total of 8 per year. Some are produced in-house to showcase our rich collections and others are on loan from outside organisations where we fulfil a vital role in providing exhibition space free of charge to other museums, community groups, artists and photographers.

Visitor Numbers

In excess of 167,000 visits to the Trust's venues.
52,218 paid visits to Discovery Point Museum Galleries.
12,160 paid visits to Verdant Works Museum Galleries.

Data collected indicates that residents in the city equate to 10% of total visits to Discovery Point and 30% to Scotland's Jute Museum @ Verdant Works.

Discovery Point continues to be a major driver for the city's domestic tourism market, attracting many thousands of visitors to Dundee from outwith Scotland including 24% from overseas (12,000+). In addition, conferences held at Discovery Point attract a significant number of businesses located outside of Dundee and Tayside. Discovery Point has seen a drop of 5% in visitors compared against last year's levels. Anecdotal evidence suggests that the prolonged construction and road works surrounding Discovery Point has had an effect. A corresponding 12% drop in independent travellers has also been seen.

Income from Conference business has been affected by ongoing noise and disruption from the V&A construction works. This is expected to increase as construction begins in earnest in 2014. Whilst every effort has been made to attract as many visits to the venues as possible, the effects of the road disruptions and ongoing building works will result in a difficult few years for the Trust until the various infrastructure projects are completed. DIH Ltd has continued its Gift Aid Scheme which allows visitors who pay once to get a free annual pass. This is aimed at giving local residents the option of unlimited free visits during a year.

Marketing/PR

Press and PR coverage for the year has been excellent. Both Discovery Point and Verdant Works have been well represented by print media, radio, both local and national TV and websites/social media. As well as numerous local news items, the Trust's museums have featured in magazine and documentary programmes as detailed below.

Over half a million leaflets were distributed in 2013, primarily to areas within one and a half hours drive time. The Trust continues to embrace social media promotion with both museums represented on Facebook and the active use of Twitter to keep people up to date with the Trust's activities.

Dundee Heritage Trust staff attended EXPO 2013 in Edinburgh, exhibiting as part of 'Scotland's Heritage Partnership', which comprises over 26 partners including large agencies such as Historic Scotland and the National Trust for Scotland and representing over 2,000 Scottish heritage venues.

The Trust continues at the forefront of collaborative marketing work, working with Dundee City Council and Angus Council plus numerous other public and private sector organisations to enhance coverage of not only the museums, but also Dundee as a destination.

A substantial amount of media coverage has also come from the Trust's events and collaborative work with other museums and tourism bodies. The value of the Trust's PR work is estimated at over £370,000.

Major Plans for 2014-2015

The priorities for 2014-15 will be the management of the £2.9 million Verdant High Mill Open Gallery Project, the development of major capital development plan for Discovery Point and essential repair and conservation work to the ship. The organisation will also be actively supporting those bodies responsible for delivering the V&A at Dundee. The number of smaller projects will be reduced from normal levels of activity due to staff capacity issues.

Future Discovery Point Development

Plans for a major development at Discovery Point will be produced during 2014. These include the building of a new café facility on the Quayside, introduction of new galleries, refurbishment of the current galleries and the building of a new Learning & Activity Suite next to the RRS *Discovery*. The plans are extensive and will help secure the future sustainability of the museum. Funding will be sought from the Heritage Lottery Fund and other agencies. Dundee City Council has kindly agreed £500,000 funding support from 2017 onwards towards the project. It is anticipated that the development and funding of the project will take a number of years so it is not envisaged that work will begin on site until late 2017 at the earliest.

Verdant Works High Mill

The organisation gained a Round Two Heritage Lottery Fund grant of £1.895 million towards the £2.9 million Verdant Works High Mill project in March 2014. The capital phase of works will start in June 2014 with the new development opening to the public in the summer of 2015 to be followed by the delivery of a varied programme of cultural, heritage and learning activities. This project will see four new jobs created, will improve the quality of the city's built environment, will add substantially to the city's cultural and tourism offering and help to make Verdant Works more sustainable going forward.

Conservation of RRS *Discovery*

Further major works for the RRS *Discovery* are planned for 2014. These include substantial works to the upper rigging and work on the hull. Investigations will be conducted into possible rot in the Bowsprit. The challenges of maintaining the ship are many and a review will be conducted in 2014 into how the costs and resource are managed to allow the ship to continue to play a full role in representing the city.

Waterfront Development

The plans for both the V&A Dundee and the Central Waterfront are progressing and the Trust is playing a supportive role. Liaison with both the Waterfront and V&A Dundee teams over their developments and the likely impacts is proving very costly in terms of management time. The refurbishment of the dock pumping system and removal of the Dock gate is also planned for 2014/15 as part of the V&A at Dundee construction works.

Employment and Income

Dundee Industrial Heritage Ltd sustained 28 full time equivalent staff during 2013-2014 plus volunteering opportunities for 40 people. They are projected to achieve 95% of their income from non City Council services in 2014-2015.

**DUNDEE INDUSTRIAL HERITAGE
LIMITED**

	Estimated Outturn 2013-14 £	Draft Budget 2014-15 £
Expenditure		
Direct Costs	377,000	402,000
Indirect Costs	771,000	778,000
Sub Total Expenditure	1,148,000	1,180,000
Income		
Admissions	306,000	319,000
Lettings / Catering	319,000	346,000
Retail	175,000	59,000
Car Park	52,000	50,000
Corporate Support/Fundraising/events	29,000	24,000
Gift Aid Revenue	40,000	42,000
Cultural Vat Exemption	8,000	35,000
Sub Total Income	949,000	1,002,000
Grant Income		
Private Grant Funding	25,000	25,000
Dundee Heritage Trust Contribution	58,000	40,000
DCC - Revenue Support Grant	59,850	59,850
Friends Donations	3,000	2,000
Sub Total Grants	145,850	126,850
Total Income	1,170,841	1,128,850
Surplus / (Deficit)	(53,150)	(51,150)

The anticipated deficits will be funded from reserves

DUNDEE REPERTORY THEATRE LTD - MAIN HOUSE

In 2013–2014 Dundee Rep Theatre continued to build its audiences, extend its community outreach programme and enhance its critical reputation both locally and nationally.

Review of 2013-2014May 2013

Kora co-production with Magnetic North by Tom McGrath, directed by Nicholas Bone (Artistic Director Magnetic North), designed by Becky Minto, lighting by Simon Wilkinson and composer Philip Pinsky.

Tom McGrath is one of Scotland's most prolific and well loved playwrights (*The Hard Man, Laurel and Hardy*). He wrote *Kora* in 1986 after he spent time in Dundee and the Whitfield area. The play was first performed at the Traverse in 1986, and again here at Dundee Rep in 1987.

Set in the 1980s, *Kora* was a moving and often hilarious comedy about one woman, a community – and a lot of babies. *Kora* was performed as an exciting site responsive piece in the Ustinov Space at the Bonar Hall.

May 2013

LET THE RIGHT ONE IN by Jack Thorne, after the film by John Ajvide Lindquist, a National Theatre of Scotland production in association with Dundee Rep directed by John Tiffany, associate director Steven Hoggett, lighting by Chahine Yavroyan.

This was a major collaboration with the National Theatre of Scotland and a thrilling opportunity to co-present the work of director John Tiffany, of BLACK WATCH fame. The production was extremely well received both critically and by audiences, with over 50% of bookers new to the Rep

September 2013

VICTORIA by David Greig, directed by Philip Howard, designed by Neil Warmington, music by Gavin Marwick, movement direction by Emily-Jane Boyle.

VICTORIA told the epic story of three generations of a Highland community and a landed estate – and all the major themes of Scotland in the twentieth century.

David Greig is the leading Scottish playwright of his generation. VICTORIA marked Philip's directing debut as joint Artistic Director of Dundee Rep. VICTORIA was a huge undertaking, even by Rep standards. With a cast of 40+ characters, demanding an acting company of 12-14 actors. Very few companies in Scotland would have the capacity to produce this play, though they only narrowly beat Pitlochry Festival Theatre in securing the performance rights.

October 2013

HECUBA by Euripides, in a version by Frank McGuinness, directed by Amanda Gaughan, lighting by Grant Alexander, music by Claire McKenzie

HECUBA was written in Athens in about 424BC but remains one of the greatest, universal anti-war plays of all time. It's the first time in the Rep's recent history that they have presented a Greek Tragedy.

HECUBA performed in a specially constructed studio theatre arrangement, with three sides of audience, on top of the Rep's main stage with a Limited run of twelve performances. Director Amanda Gaughan is one of the most interesting young Scottish directors to have emerged in recent years. Irene MacDougall played the great title role.

Oct/Nov 13

PROMISES PROMISES by Douglas Maxwell, co-production with Eden Court, Inverness, performed by Ann Louise Ross, directed by Philip Howard, lighting by Grant Alexander.

After the success of TALKING HEADS, BABY, BABY, and most recently WHISKY GALORE, Dundee Rep once again toured to community centres and spaces across the city. The production was not performed within the Rep itself, to cement the ethos that the Rep will create new work for all their audiences in Dundee, including those who are unable or reluctant to come to their Tay Square home. PROMISES PROMISES, a play for one female actor, was the ultimate touring show, having an extra-minimal set and designed to be staged anywhere – even potentially in someone’s front room – and to stay within the Ensemble repertoire well into the future.

November/December 2013

THE BFG by Roald Dahl, adapted for the stage by David Wood, directed by Joe Douglas, designed by Jean Chan, puppet design & direction by Ross Mackay, lighting by Davy Cunningham, music by Michael John McCarthy.

Roald Dahl is the world’s number one storyteller, and an uncontested children’s favourite. His trademark humour, nonsense language and unique storytelling come to life in this fantastic version, faithfully adapted for the stage by the award winning playwright David Wood. In the absence of Jemima on maternity leave, Joe Douglas directed this production. Joe has worked for the Rep before, after training as a director at the National Theatre of Scotland on the Regional Theatre Young Director Scheme. His productions for NTS include two shows for younger audiences, OUR TEACHER’S A TROLL and THE LAST POLAR BEAR. He is currently the Associate Director of the World Tour of BLACK WATCH.

The BFG was the first Roald Dahl title the DRT has performed at Christmas and they are happy with the choice of establishing a three-year [or more] sequence of Roald Dahl work, building an audience as they go

March 2014

AND THEN THERE WERE NONE by Agatha Christie, edited, directed and designed by Kenny Miller, lighting by Kate Bonney, sound design by Ross Adam Brown.

Described as *‘the most baffling mystery Agatha Christie has ever written’* by the New York Times, **And Then There Were None** is the world’s best-selling mystery novel of all time, with over 100 million copies sold worldwide. Dundee Rep Ensemble has been granted permission to re-work and perform this iconic murder-mystery masterpiece, restoring the brilliant denouement of the original novel. Kenny Miller is one of Scotland’s most established theatre makers, who work as both a director and a designer, and who is famous for the elegance of his productions.

Throughout the Year

Over **81,500** people came through the doors of the theatre, with more than **25,000** participants enjoying over **1500** workshops. Dundee Rep has been deemed the most successful building based Theatre Company in the history of the Critics Awards for Theatre in Scotland (CATS). The Rep has won 13 awards and received 40 nominations in the last 6 years.

Programming

The Rep continued to programme an eclectic mix of visiting companies aimed at developing and uplifting its diverse local audience by providing dance, drama, comedy, music and work for young people, families and children. Specifically they have looked to extend their offer to artists and audiences with disability and from a minority ethnic background.

Support for artists/artistic development/professional training

- The Rep will continue to offer a series of classes for members of the Ensemble and incoming members of the company, particularly in yoga and voice work.
- The Rep will continue to explore the expansion and addition of skills to the core company in the form of professional development opportunities such as directing.

Centre for Creative Development

- Building on the success of the Rep acting apprentice scheme, the Rep are continuously exploring new ways of working with internships and apprentices.
- Dundee Rep Theatre was the only venue outside of London to secure a transfer of the Linbury Prize exhibition, a much coveted accolade within the theatre design profession as it is a unique

opportunity for graduating designers. The Prize offers twelve finalists the chance to work with some of the UK's leading theatre, opera and dance companies.

- Dundee Rep Theatre is also the first theatre in Scotland to employ an in-house Graphic Designer, as part of their core artistic policy to align print design with stage design within their corporate visual identity.
- The Rep successfully secured funding towards the cost of a year long full-time creative traineeship post within the Production Department.
- The Rep co-delivered MLitt in Theatre studies is in its second year, and they continue to work alongside the University of Dundee and DJCAD. They are gradually increasing their contact time with the students and are looking to develop and improve their offer for future years.

Major Plans for 2014-2015

Overview

The principle challenge facing the Rep in 2014-15 is the increasingly difficult economic climate. The Company has adopted a twin approach to this, reducing expenditure wherever possible whilst seeking to maximize income. The aim is to keep the theatre as busy as possible, with a diverse, ambitious programme providing audiences and artists with new challenges. It is vital that the Rep remains a busy, vibrant, exciting environment in which to make work and where a broad cross section of people are drawn to experience great art as audience members and participants.

Proposed Programme of work

The programme of work outlined below is diverse, ambitious and aims to appeal to a wide range of tastes; they aim to develop our existing audience while broadening appeal across the city.

As with previous years, it offers audiences and stakeholders more than the normal pattern of 6 shows a year. To this end, the programme for 2014/15 includes a new play, two world premiers, theatre in education, an extensive community tour and Blood Wedding (a mixed ability production) as well as classical and popular drama.

NB Elements of the Spring 15 programme are still in the process of being finalized and is therefore still subject to further revision.

April 2014

CARS AND BOYS by **Stuart Paterson**, directed by Philip Howard, designed by Lisa Sangster, lighting by Ian Dow.

Cars and Boys is a blackly comic and profoundly moving portrait of a towering woman battling with her mortality.

A world premiere of a new play by the playwright more usually know for his work for families at Christmastime, especially at the Rep, with which he has always been closely associated. The play has been specifically written for the current Ensemble, including a striking lead role for Anne Louise Ross. It will be performed in a transverse [i.e. two-sided auditorium] on the main stage.

May - June 2014

WOMAN IN MIND by **Alan Ayckbourn**, co-production with Birmingham Rep, directed by Marilyn Imrie, designed by Ti Green, lighting by Mark Doubleday and sound design by Pippa Murphy.

This has been conceived as a genuinely equal partnership with another great repertory theatre, managed and 'led' by Dundee Rep, and opening/playing in Dundee first and cast as much from their Ensemble as possible. Alan Ayckbourn is one of the most produced playwright in the world and WOMAN IN MIND is one of his best plays.

June 2014

The Shape of a Girl by **Joan Macleod**, Directed by Emily Winter (ensemble actor) and performed by Caroline Deyga (Graduate actor).

Dundee Rep hope to mount a short schools tour in the early summer of a beautiful Canadian one-woman play called **THE SHAPE OF THE GIRL** by **Joan MacLeod**, performed by their female graduate actor, Caroline Deyga, and directed by Emily Winter. THE SHAPE OF THE GIRL is a

stunning piece of writing which tackles teenage bullying, but not in an old-fashioned theatre-in-education way. It may be possible to take this to a couple of the community venues as well.

June/July 14

In My Father's Words, by Justin Young, with Gaelic by Iain F MacLeod, directed by Philip Howard, lighting by Grant Anderson, set design by Fiona Watt and composed by Jon Beales.

Supported by the Glasgow 2014 Commonwealth Games **Culture 2014 fund**, ***In My Father's Words*** is a beautiful play about identity – national and personal – and language, and the utter indivisibility between the two. In the year that the Commonwealth Games comes back to Scotland, the Rep presents a play which re-tells the Scottish emigrant story for our times. This production opens at Tron Theatre (Glasgow) before playing on the Rep stage and then touring the highlands over 2 weeks.

September 2014

The Glass Menagerie by Tennessee Williams, Directed by Jemima Levick, set design by Alex Lowde

A classic Play. This will be Jemima's first production when she returns from maternity leave and provides Irene MacDougall with a strong lead part.

October 14

A co-production with' production of Gogol's ***The Gamblers*** with touring company Greyscale and Northern Stage.

A new and all female version includes Emily Winter from the Ensemble, of Gogol's classic comedy, transferred and translated for modern Scotland. A heist story with gamblers, double dealings and deception, reworked and remodelled by Greyscale Artistic Director, Selma Dimitrijevic.

October 2014

Irene MacDougall will be directing this year's **Dundee Community Tour**. The choice of play is still to be finalised, but the shortlist includes three short plays by Tennessee Williams, which they hope to programme as part of a micro-season of Tennessee Williams work.

Nov-December 2014

James and the Giant Peach by Roald Dahl adapted by David Wood, directed by Jemima Levick (family show), set design by Jean Chan.

The Reps Christmas productions feature festive and entertainment with live music and visual flair, all of which has contributed to our great reputation and has won us best design award at the CATS Awards for the last 4 years.

March 2015

BLOOD WEDDING by Federico Garcia Lorca, in a new version by David Ireland and directed by Jenny Sealey [best known as co-Director of London Paralympic Games 2012 Opening Ceremony] A collaboration with **Graeae** Theatre Company.

Graeae, the UK's leading disability focussed theatre company and Dundee Rep are currently seeking funding to a co-produce a mixed-ability production for Spring 2015 which will also tour within the UK

Other activities

Around the core artistic programme, above, will be built an increased level of additional activity. These will include:

- One play commission.
- An expanded level of development work, i.e. developing new ideas for future production.
- free script-reading and -reporting service for aspiring playwrights in the Dundee City/Angus/Fife/Perth & Kinross areas.

Additionally, the Rep will continue to support artists and provide professional development opportunities for the company.

- The Rep will continue to offer a series of classes for members of the Ensemble and incoming members of the company, particularly in yoga and voice work.

- The Rep will continue to explore the expansion and addition of skills to the core company in the form of professional development opportunities such as directing.

Dundee Rep Theatre will seek new opportunities to support and further develop:

- The Bonar Hall; a second space, dedicated to training, teaching and skills development; with the capacity to programme smaller-scale performances and development of more experimental work, youth theatre and creative learning performances.
- Delivery of the MLitt in Theatre Studies working in collaboration with The University of Dundee (humanities dept.) and Duncan of Jordanston College of Art and Design.
- Serve as a Centre for Creative Development; develop further training and internship opportunities for actors, staff, teachers, freelance artists seeking to integrate further learning approaches into their practice. This will mean the pursuit of partnerships across sectors particularly University of Dundee, Creative and Cultural Skills, Dundee College and RCS
- Further national and international opportunities for Dundee Rep Ensemble, to tour and to co-produce with other organisations.
- Organisational Development; to continuously review the organisation's vision, mission, objectives and strategies to ensure they are relevant, up to date and visionary.

Employment and Income

The Dundee Rep's Main House sustained 102 FTE jobs in 2013-2014 and is projected to achieve 88% of its income from non Council sources in 2014-2015.

Dundee Repertory Theatre Limited - Main House

	Estimated Out Turn 2013-2014	Projected Budget 2014-2015
	£	£
Expenditure		
Staff and Production costs	1,958,188	2,178,402
Marketing	171,376	141,500
General overheads	588,768	597,970
Creative Learning contribution	81,067	51,106
Total Expenditure	2,799,399	2,968,978
Income		
Box Office, Co-productions	660,816	814,772
Trusts/Sponsors, central recharges	275,566	198,650
Creative Learning Income	179,725	128,830
Miscellaneous income	204,855	220,000
Sub Total Income	1,320,962	1,362,252
Grants		
Creative Scotland Annual	1,025,150	1,025,150
Creative Scotland Project	77,500	63,625
Dundee City Council	341,318	331,078
Others	4,315	211,368
Sub Total Grants	1,448,283	1,631,221
Total Income	2,769,245	2,993,473
Surplus (Deficit)	(30,154)	24,495

DUNDEE REPERTORY THEATRE LTD - CREATIVE LEARNING TEAM

Dundee Repertory Theatre Creative Learning (RCL) sits alongside the Rep's Ensemble and Scottish Dance Theatre in securing the unique offer of Dundee Rep Theatre. RCL is Scotland's largest, permanent theatre-based creative learning team, delivering the highest quality artistic engagement with participants in communities, schools, universities and within the Rep itself. They work alongside many partner organisations locally and nationally including those in health, education, social services and the voluntary sector. This ensures city-wide engagement and strategic planning alongside key partners within the city.

Dundee Rep's Creative Learning Team's Mission Statement is to enrich the lives of local people by creating a range of opportunities for participation, personal development and creativity, using theatre and drama, both within and out with the theatre. The aim is to develop social and artistic confidence and the transference of skills and to use the theatre's resources and expertise to create a forum for wider community involvement. The team delivers its programme directly in the community and at the Rep and directly engages those who may not normally participate in mainstream arts provision. The work is prioritised at:

- Children (3-13) and the people who work with them
- Young people (13-25) and the people who work with them
- Vulnerable adults and the people who work with them
- Adults and children experiencing mental health difficulties and the people who work with them
- Socially excluded, culturally diverse and minority groups who would not normally access the theatre.
- Communities and individuals facing barriers to accessing the City's cultural offer.

The RCL works across four key strategic strands:

Community and Wellbeing:

Their Community and Wellbeing strand works across the city to ensure engagement from the hardest-to-reach communities, groups and individuals. This strand includes our artistic programme of work with children, young people and adults with learning disabilities, those living in areas identified as experiencing severe and multiple deprivation, young people currently not accessing education and young people and adults who are experiencing health and wellbeing inequalities. The Community and Wellbeing strand primarily uses theatre to raise self esteem, confidence and well being through creating a safe and comfortable environment for individuals of all ages and abilities to explore and develop their creativity.

Education, Skills and Training:

Their diverse and far-reaching Education, Skills and Training strand engages children, young people, students, teachers and graduates through a range of exciting projects, performances and opportunities. Working out in nurseries, schools, colleges and universities as well as at Dundee Rep, this strand provides unique performance opportunities and unprecedented access to professional theatre makers. Whether it be a programme of Early Years workshops which were delivered to just under 500 children in June 2013 or their distinctive MLitt in Theatre Studies delivered in partnership with Dundee University, the breadth and scale of this strand is one of a kind in Scotland.

Participate:

Each week over 450 children, young people and adults access their classes held both at the theatre and out in the community.

Ranging from ages 3-18 years, Dundee Rep's Youth Theatre provides exciting and diverse opportunities for young people to experience professional theatre practice. As a producing Theatre, they support the youth theatre members to develop an understanding of all aspects of the artform and industry whilst providing a safe space in which young people can express themselves, gain confidence and make friends.

Dramatherapy:

Dundee Rep is home to the UK's only permanent theatre based Dramatherapy programme. Supporting young people and adults with severe and enduring mental health problems, the Rep

provides a non-stigmatising environment in which people can access this creative therapy. Their young persons' service, funded by Comic Relief, is supporting young people aged 11-25 years with the adult service, delivered in partnership with Dundee City Council's Social Work Department, supporting adults aged 18-65 years. Currently they have approximately 40 children, young people and adults accessing the services through a range of individual and group therapy sessions. Referrals are continuing to increase with awareness and partnerships developing across the voluntary and statutory health and wellbeing sectors.

Review of 2013/14

Community and Wellbeing

- Members of INFORM and Illuminate theatre companies participated in a workshop with theatre maker and disability activist, Robert Softley, ahead of them seeing his critically acclaimed show *If These Spasms Could Speak* at Dundee Rep. One participant commented 'The workshop and show was funny, interesting and inspiring. It made me think about my disability'. In addition to this, both companies also had the opportunity to participate in a Technical Theatre Workshop which enabled them to develop an understanding of and skills in sound, lighting and stage management.
- Successful in funding to deliver an 8-week project with the offsite education unit Connect 5. The aim of this project being to use drama to develop social skills, confidence and emotional resilience.
- Offered 15 children and young people and 15 of their parents and carers from the National Autistic Society specially discounted tickets to *The BFG*, included in their visit to the theatre was a tour of the set and an opportunity to meet some of the actors.

Education Skills & Training

Working across the theatre, their Education, Skills and Training programme enables people of all ages and abilities the opportunity access professional theatre-making practice, develop skills, participate in training events and create theatre. Their building-wide approach to this work enabled Dundee Rep to support 153 young people, students, graduates, artists and practitioners opportunities to work and learn across the building through their 'Creative Pathways' programme in 2013. From work experience to volunteering, graduate scheme to long-term placements, the programme aims to provide opportunities for anyone with an interest in theatre.

Building on the successes of this programme, they have been working closely with Third Sector Internships Scotland, Barnardos, Scottish Drama Training Network and Creative and Cultural Skills to develop further paid opportunities for students gain practical experience to the highest standard of professional theatre.

Specific examples of this building-wide approach to learning include:

Enterprise @ the Rep - their unique skills development and training project provides young people with an invaluable opportunity to experience the process of applying for a job – from application through to shortlisting, workshop and interview, and ultimately, for successful candidates, the chance to become an "employee" for two days. This year the project saw 61 young people from every secondary school in Dundee work in a record 10 departments across the theatre on this 2-day project. 91% of the young people involved rated their experience as 'Excellent', 96% rated the staff leading their group as 'Excellent' and 100% would recommend taking part in the project to others.

"I learned how to co-operate with others when working in a short amount of time and also what the Press, Media and Marketing sector is like. It broadened my horizons".

"A fun-filled, engaging project which encourages people to think 'outside the box' First day has already enhanced my love for theatre."

Technical Theatre Workshops give pupils the opportunity to learn about theatre lighting, sound and stage management. Working alongside theatre professionals, this 2.5hr hands-on practical workshop culminates in a small performance on the Rep main stage where participants use their new skills to operate and run the show. Each year the workshops take place on the set of the current Ensemble production using a specific extract from the script. In 2014, members of our production team delivered Technical Theatre Workshops for local schools, members of the Illuminate and INFORM Ensembles,

a group of young people from the National Autistic Society and group of secondary pupils currently disengaged in mainstream education.

Other notable developments in 2012/2013 included ASPIRE. This is an ambitious new 2 year collaborative Arts Education and Community project being delivered in partnership with Dundee City Council's Education Department, Dundee Rep Theatre, Smallpetitklein Dance Company and local music specialists. Working with over 2,000 pupils over 9 primary schools. The overall aim of ASPIRE is to achieve long term social transformation through the arts for children and the wider community in areas of Dundee experiencing economic and social inequalities.

Participate

In addition to youth theatre members having the opportunity to perform in Dundee Rep's main stage Ensemble production of *Hecuba* (2013), they also participate in Creative Learning projects such as *other* which was a promenade piece of theatre delivered in partnership with the National Theatre of Scotland (2013).

Dramatherapy

On the 12th of December 2013, our Young People's Dramatherapy Service hosted a visit from representatives of Comic Relief and their corporate funders, Scottish and Southern Energy. The visit was incredibly well-received; with one of the Comic Relief representatives commenting that '*This is one of the best project visits we have been on*'. Conversations are now underway regarding the continuation of service funding after August 2015.

Alongside this, their Dramatherapy service for Adults continues to receive increased referrals from a range of voluntary and statutory organisations. This has led to three therapy groups now being delivered on a weekly basis. The yearly 'Defining Dramatherapy' training day saw over 30 local mental health professionals attended a training day within the Rep to develop an understanding of this specific creative therapy and its benefits, specifically in a theatre based environment.

Major Plans for 2014-2015

Community and Wellbeing

In partnership with Tayside Healthcare Arts Trust (THAT), RCL was successful in funding to deliver 3 wellbeing projects throughout this year. Starting in June, the first project will work with adults living with Parkinson's, the second project will involve adults with Dementia and the final project will engage people who have Chronic Obstructive Pulmonary Disease (COPD).

Starting in April 2014, a new project with NHS Tayside will be working with a group of young people with type-1 diabetes. Titled '*Getting Your Act Together*' this project will work with a filmmaker, a writer and our Community and Wellbeing Facilitator to develop a performance and accompanying DVD which will be shared at the theatre.

Education Skills & Training

Open Stages is a nationwide project run by the Royal Shakespeare Company in partnership with 6 theatres from across the UK and Northern Ireland. Dundee Rep Theatre is delighted to be the Scottish partner for Open Stages 2013-2015. The project will involve supporting 7 amateur community theatre companies from across Scotland to create their own versions of Shakespeare classics including; Hamlet performed in a disused Strathclyde swimming pool; a Gulf War setting for *Titus Andronicus* and *Dream On*, *Macbeth* a combination of *A Midsummer Night's Dream* and *Macbeth* performed in Birnam Woods by a Blairgowrie based group. Alongside Dundee Rep staff, *The BFG* director, Joe Douglas will be leading on this project.

In 14/15 they will focus on embedding their Creative Pathways programme across the organisation, continue to increase opportunities for young people who are not in education, employment and training, nurture and support talented and enthusiastic individuals and ensure that access to opportunities across the whole building are clearly signposted. A key development will be the updating of their 'Careers Booklet', which, with support from Creative and Cultural Skills, will be distributed to every secondary school in Scotland in April/May 2014.

Participate

In 2014, their 16-18's Youth Theatre has been selected to perform at the UK's largest gathering of youth theatres, the National Festival of Youth Theatre; to this, they will be taking their adaptation of Antoine de Saint-Exupery's *The Little Prince*.

In 2014, Dundee Rep's inclusive Community Company are working with director, Ross MacKay, on an exciting new devised production inspired by Brecht's *The Threepenny Opera* which will play at Dundee Rep on the 1st and 2nd of August.

Dramatherapy

In 2014/15, they plan to strengthen existing and create new links and partnerships with organisations across the city to help bolster the service further. They plan to run another 'Defining Dramatherapy' training day and continue to develop work within the arts and health sectors which will sustain Dundee Rep Theatre as a leader in this field.

Employment and Income

Dundee Rep's Creative Learning Team sustained 7 full time job equivalents in Dundee during 2013-2014 and is projected to achieve 92% of its income from non City Council sources in 2014-2015.

Dundee Repertory Theatre Limited - Creative Learning Team

	Estimated Out Turn 2013-2014 £	Draft 2014-15 £	Budget
Expenditure			
Staff costs, Education projects, Participation Dramatherapy, Youth Theatre and General Overheads			
Total Expenditure	259,457	249,989	
Income			
Box Office, Community, Education Fees, Fund raising/sponsorship and Miscellaneous income	52,754	51,150	
DRT Creative Learning contribution	49,457	115,582	
Sub Total Income	102,211	166,732	
Grants			
Dundee City Council	20,208	19,198	
MIS Grant - Dramatherapy	30,410	30,411	
Comic Relief - Dramatherapy	35,770	33,648	
Creative Scotland – First in a Lifetime	52,871		
Creative Identities	17,987		
Sub Total Grants	157,246	83,257	
Total Income	259,457	249,989	
Surplus (Deficit)	0	0	

SCOTTISH DANCE THEATRE

Review of 2013-2014

The company has largely achieved its business targets for 2013/14 undertaking 33 more performances in Scotland than predicted, with attendances being more than predicted.

The company toured a wide programme of work, including two works for children - *What on Earth!?* and *Innocence* which had several performances in Dundee and also a run of 24 performances at the macrobert in Stirling as their Christmas show for very young children. *SisGo*, involving 40 community cast members was a big success. 2 new works by international choreographers Damien Jalet and Jorge Crecis were created in the year and premiered to much acclaim at Dundee Rep in February 2014. Partnering with the V & A, the company won the Linbury Prize for Design 2014 funded by the Linbury Trust. An exhibition of all the finalists for the Prize was hosted by the company and the V & A at the Bonar Hall in February 2014 – the only venue to which the exhibition toured outwith London.

The company toured to a range of venues across Scotland, including Skye, New Deer, Mull, Ullapool, Findhorn, Greenock, Benbecula, Lewis and Harris, and also some English venues including Leeds and Bournemouth. The company featured as part of British Dance Edition at the King's Theatre in Edinburgh in January 2014 – a showcase of the best of British Dance.

The company had a triumphant visit to the Edinburgh Festivals in 2013 with great audiences and press reaction. At Edinburgh International Festival the company performed Fleur Darkin's *SisGo* as well as *In This Storm* by Henri Oguike as part of Scottish Ballet's Dance Odysseys weekend. 35 people from Dundee ranging from 8 – 50+ took part as the community cast in *SisGo* at the Edinburgh Festival Theatre as part of the Edinburgh International Festival. *"I know that when I'm old I'll look back and say 'the best days of my life were with Scottish Dance Theatre'"* *SisGo* Community Performer. On the Fringe the company performed *Second Coming* by Victor Quijada as well as *Innocence* by Fleur Darkin. The company was part of both the prestigious British Council Showcase as well as Made in Scotland and over 100 international promoters came to see the performances. In total we did 23 shows in 13 days at 3 different venues.

Scottish Dance Theatre was awarded funding to take part in the high profile Glasgow 2014 Commonwealth Cultural Programme with a large scale project centred on Dundee, SCALE. This is a pioneering, ambitious, multi-stranded public art project. The company is weaving together strands of collaboration, community and celebration to create a significant cultural engagement in Dundee between January and July 2014, leading up to the Commonwealth Games, including projections of giant toddlers onto the buildings of the city in March 2014.

The company continued to be an active member of RepNET, a network of European dance companies of similar size, circumstance, remit and ambition and this network has a three year European grant to share and learn across the organisations.

The company's youth group took part in Dundee City Council's Light Night event in November 2011. The company ran Meet the Choreographer and Open Studio events in Dundee which were well attended.

Equalities

Scottish Dance Theatre and Dundee Rep are jointly part of Creative Scotland's Promoting Equalities Programme along with 5 other Scottish arts organisations. This three year project gives them extra Creative Scotland funding to look at all aspects of the organisation's work in relation to access and equalities. Disabled artist and choreographer Caroline Bowditch has delivered Disability Equality Training sessions to the entire Dundee Rep staff; Caroline has run three sessions bringing together the dancers and Ensemble of actors and has also had one to one interviews with 21 staff and board members.

Creative Learning

Scottish Dance Theatre undertook a programme of classes and sessions for adults and young people in Dundee and a programme of workshops in Scotland and outwith Scotland related to the company's tours. The company did 65 more workshops and residencies in Dundee than predicted, and less

outwith Dundee. We delivered a larger number of workshops for younger children than anticipated as part of *SCALE*, the Culture 2014 project and connected with children's work, *Innocence*. Participant numbers were slightly less than predicted as the tutor: child ration is far higher for under 5's workshops to ensure best practise and experience for participants.

Workshops included those with Higher School pupils at St. Paul's RC Academy, the company's Associate School; Health Week workshops at primary schools and CPD sessions.

SDT's Youth Group performed alongside several other Dundee Dance groups at the annual Great Big Dance Show at the Rep which featured over 200 local and guest community performers. The Youth Group also performed at Scottish Go Dance 2013 at Glasgow Theatre Royal, at Y Dance Routes in Stirling and at Dundee Dance Day in the Caird Hall in August 2013.

The third of three years of the START project, funded by the Princes' Trust and delivered jointly by Scottish Dance Theatre, Dundee Rep Creative Learning and DCA involved over 350 young children from the Craigie primary cluster. These are schools that were not engaging with the arts and they took part in in-school workshops and attended performances at the Rep and at DCA, and teachers had training sessions. The company's highly successful contribution to the Blue Skies Festival was Rainbow Dance performed by under 5's and their parents/carers beside the Overgate.

The Glasgow 2014 Commonwealth Games project, *SCALE*, involved dance sessions for under 2's and their grown ups in Dundee Family Centres, and also in Perth and Angus.

Scottish Dance Theatre continues to be a very active member of the Dundee Dance Partnership (DDP) and along with other members the company delivers a comprehensive programme of dance activity in Dundee. Dundee has been recognised by Creative Scotland as a 'dance hub' and DDP awarded Lottery funding to undertake two three year long projects – Get Scotland Dancing and the Creative Identities Cashback Project which involves working with staff and pupils in Offsite Education Centres in Dundee. Combined groups from the Creative Identities project, Kiko and Flyzone, danced at City Chambers for the launch of *SCALE* in February 2014 which was hosted by the Lord Provost.

Children's work, *Innocence*, has been performed in several Dundee Nursery and Primary schools during the year including Rowantree Primary School and West End Campus.

The full company ran a week long residency in January 2014 at the Scottish School of Contemporary Dance, working with the whole college of dance students.

Staffing

During 2013/14 Scottish Dance Theatre maintained 9 dancers, two apprentice dancers via the London Contemporary Dance School graduate scheme and one guest dancer who is studying for an MA. The company offered several placements for Scottish students and local Dundee school children and offered places for students and professional dancers to join company class (approximately 200 sessions). Auditions took place in March 2014 and they have had approximately 500 applications.

Major Plans for 2014-15

In 2014/15 Scottish Dance Theatre will premiere new work at Dundee Rep and tour to a wide range of venues in Scotland and beyond. The company will tour 11 works during the year, including two new works – *Human Scale* which premieres at the Marryat Hall in Dundee and features a live band, The One Ensemble. *SCALE* culminates in *PARK* – a celebratory event in the Dundee City Square on Sunday 6th July 2014: a Linbury Prize winning design transforms the Square into a lively and visually-stunning pop-up park to which everyone aged 0-99 will be invited for a day-long festival, featuring live performances by world-class musicians, artists, and performers.

The company will undertake tours to China and India delivering performances as well as an extensive programme of outreach education work. These tours are supported by Creative Scotland, the British Council, the Scottish Government, the India Council for Cultural Relations and the Hindu Newspaper in India. As part of these tours the company will undertake a Collaboratory in Pondicherry involving three independent Scottish artists alongside Scottish Dance Theatre dancers and Indian artists.

The company will undertake performances at the Edinburgh Festival Fringe of *Human Scale* as well as *Innocence*, host workshops, talks and classes. Scottish Dance Theatre will continue to develop Meet the Choreographer and Open Studio events in Dundee. The target total audience for 2014/15 will be 18730. The company will continue to develop dance in Dundee with DDP partners to deliver Get Scotland Dancing and Creative Identities projects funded by Creative Scotland. The Great Big Dance Show will take place in autumn 2014 featuring over 200 members of the community and the company will continue to develop its creative learning programme in Dundee and on tour, including work for older people and a project specifically for boys.

The company will run a *Collaboratory* in Dundee in early 2015 which will bring together 10 Guest Choreographers, 2 international Choreographers (who will be mentors) and 16 Guest Dancers to work alongside Scottish Dance Theatre dancers and artistic staff. This will be the first of a series of Collaboratories with the aim being to establish Dundee as a Centre of Excellence for Choreography.

Employment and Income

The Scottish Dance Theatre sustained approximately 22.78 full time job equivalents in 2013-2014. They are projected to achieve 98% from non City Council sources in 2014-2015.

Scottish Dance Theatre

	Estimated Out Turn 2013-2014	Projected 2014-2015
Expenditure		
Staff and Production costs, marketing, Lottery projects and General overheads		
Total Expenditure	1,156,701	1,518,102
Income		
Box Office, Foreign Touring profit, Trusts/sponsors, misc. and Lottery Projects	123,720	464,413
Education Income	24,697	22,520
Sub Total Income	148,417	486,933
Grants		
Creative Scotland Annual	868,000	868,000
Creative Scotland Project	85,072	59,250
Dundee City Council	22,433	21,453
Release D.Studio Def Inc	36,078	33,684
Sub Total Grants		
Total Income	1,160,000	1,520,026
Surplus (Deficit)	3,299	1,261

GREY LODGE SETTLEMENT

Grey Lodge Settlement provides a wide range of services and facilities for comprehensive spread of local people residing in the Hilltown and across Dundee. A structured programme of Children's work, Youth work, Adult Learning and Older People's services is delivered to an agreed standard as determined in their Service Level Agreement with Dundee City Council.

There is a thriving 'after school' Club, Toddler's Groups, a Playgroup and an evening Youth Work programme. There are day time (term time) links to the local Secondary Schools of St. Johns, Braeview Academy and Morgan Academy and various other opportunities for Adult and Older Person involvement.

Grey Lodge Settlement takes a particularly strong role in developing youth (and adult) national and international exchange programmes. This also extends to young adult volunteer placement, at home and abroad.

Review of 2013-2014

This year has been successful – both from an activities' point of view and also from the financial side. The Grey Lodge Settlement has consolidated their youth group work partnerships with the NHS. They have begun their 4xAAAA's Plus (employment of young adult Trainees) Project in October 2012. This will continue for a further two and a half years. Grey Lodge Settlement has maintained international contacts with Eire, Italy, Armenia and Sweden. Participation numbers have increased, especially with regard to the Toddlers and Playgroup projects. The Over 50's provision continues to provide a solid backbone to the programme.

Major Plans for 2014-2015

The Grey Lodge Settlement have concluded discussions with each of the three Schools connected to the 4xAAAA's Project, with regards to the participating pupils, from August 2013, all being from Year 4. This will dovetail into the continuing 4xAAAA's Plus (Traineeship) Programme. 2013 is the 125th Year Anniversary of the Dundee Social Union/Grey Lodge Settlement organisation. A series of celebratory events are in the planning stage. Planning is also underway to set up a full-time Youth Health and Well-being Project from September 2013. This will be for an initial period of 3 years. Exchange projects are planned with the Highlands, Eire, Italy and Armenia. A new minibus is likely to be purchased in the summer of 2013. This is for the Open Door Project.

Employment and Income

Grey Lodge Settlement sustained 8 full-time equivalent jobs in Dundee during 2013-2014 and they are projected to achieve around 68% of their income from non City Council sources in 2014-2015.

Grey Lodge Settlement

	Estimated Outturn 2013-2014	Draft Budget 2014-2015
	£	£
Expenditure		
Staff Costs	128,000	145,000
Property Costs	31,000	35,000
Supplies and Services	35,000	35,000
Accommodation, Travel & Transport	15,000	60,000
Total Expenditure	209,000	275,000
Income		
Donations	20,000	20,000
Investment income and interest	1,420	1,500
Fundraising	10,000	10,000
Service Provision	70,000	70,000
Other Income	1,000	1,000
Sub Total Income	102,420	102,500
Grants		
Dundee City Council Grant	62,325	59,604
Other Grant income	55,000	80,000
Sub Total Grants	118,325	139,604
Total Income	220,745	222,104
Surplus /(Deficit)*	11,745	(32,896)

The deficit will be covered by Grey Lodge Settlement reserves as declared in their end of year accounts.

DUNDEE VOLUNTARY ACTION LTD & VOLUNTEER CENTRE DUNDEE

Both Dundee Voluntary Action and the Volunteer Centre Dundee work to the Third Sector Interface as agreed with the Scottish Government and Dundee City Council. The associated work plan is reported to the Scottish Government on a 6 monthly basis with copies provided to the City Council. Below update is based on 31 December 2013 report.

Major Plans for 2014-2015

Below is the Third Sector Interface Work Plan for 2013-2014. Dundee Volunteer Centre is mostly involved with Outcome 1 and Dundee Voluntary Action is mostly involved with Outcomes 3 and 4.

Outcome 1a: More people have increased opportunity and enthusiasm to volunteer

- Maintain and develop the database of volunteer involving organisations and opportunities – to be transferred to MILO – 18% increase in opportunities offered.
- Maintain Voluntary Gateway drop in area -30% increases in volunteers placed.
- Continue to recruit and deploy volunteers to increase the delivery of our brokerage service and support existing volunteers within Volunteer Centre – 5 volunteers recruited and trained.
- In co-production with volunteers and stakeholders, facilitate the design and development of a new website for volunteering in Dundee – deadline 31 March 2014.
- Agree and implement a marketing plan for the Voluntary Gateway including signposting to available opportunities via community events, university and college events, etc. - 31 Jan 2014.
- Continue to provide Level 1 support and advice to volunteers who are dissatisfied with their placement - No complaints reported.
- Continue to provide guidance and support via the Volunteer 2 work service – 75 unemployed people supported and 26 volunteers placed.
- Promote the Saltire Award as a tool for increasing and valuing young volunteers, aged 12-25 – 14 new organisation registrations, 473 new young people registrations, all Secondary schools involved plus one Primary school.
- Process requests for Saltire certificates, record and print – 76 certificates and 8 challenges.
- Continue to recruit, involve and develop roles for Saltire Ambassadors – 82 hours volunteered by Saltire Ambassadors.
- Continue to involve young people with administration while achieving Saltire themselves – 2 active volunteers, 84 hours.
- Continue to promote, support and develop community timebanks, consolidating North East Dundee Timetree in particular - £89,000 over 3 years awarded from Cash 4 Communities, £2,400 from North East Regeneration Fund.
- Continue to establish Discoverin' Bairns Project, a parents' drop in "information hub", in coproduction with parents and other agencies – 17 parents actively contributing, 6 new volunteer roles, 7 volunteering training provided, 50% of parents on steering group ready to join and 11 volunteers.
- Deploy the Reshaping Care for Older People 'Engagement Team' in communities across the city to engage existing and new volunteers – Feed back event in each Local Community Planning Area undertaken and progressing in 5 areas.
- Engage with all our stakeholders to deliver Volunteer Festival – 1-7 June 2013, 34 organisations involved.
- Deploy the Reshaping Care for Older People 'Volunteer Enabler' to identify and address barriers to older people volunteering – 16 case studies of older volunteers collected, 10 focus group interviews with 38 attendees and 14 screenings of DVD with 100 attendees.
- **NEW WORK AREA**
Engagement with community and voluntary groups to promote Healthy Hearts Project – 11 community and voluntary groups involved in project, 20 healthy hearts champions recruited and 2 pass it on workshops undertaken since August 2013.

Outcome 1b: Volunteer involving organisations are better able to recruit, manage and retain volunteers

- Continue to facilitate the Volunteer Managers Forum – 5 forums with 23 organisations involved.
- Provide service promotion and best practices information and advice via dedicated pages in the Voluntary Action newsletter – 10 articles.
- Provide core staff and volunteers for duty officer role in Voluntary Gateway – April to October 2013 65 supported episodes, 97.3% rated support as excellent/good, 67% felt better able to recruit, manage and retain volunteers and 33 episodes of new volunteer registered.
- Provide bespoke training if requested – 2 volunteer friendly training session, 1 bespoke training request delivered.
- Utilise the Volunteer Friendly Award tools to build volunteer management capacity – 9 groups completed survey.
- Review and maintain the Volunteer Friendly resources and website/internet presence – 36% currently reviewing toolkit content.
- Recruit organisations to the Volunteer Friendly programme and self assessment process – 13 groups undertaken self assessment.
- Provide ongoing coaching and mentoring – workshop with 14 staff involved, support to 13 current groups going for award, 2 peer support group meetings.
- Continue to assess awards in coproduction with existing awardees – 5 peer panel assessments undertaken, 6 new achievers, 14 renewed awards and 7 new peer assessors trained.
- Facilitate and promote Volunteer Friendly award ceremonies and maximise their positive publicity – 1 award ceremony with press coverage.
- Enable licensees to deliver Volunteer Friendly in other TSIs – Continued support to other areas with portfolio assessments, 2 quality control checks and staff resources updated.
- Deploy Reshaping Care for Older People Development Worker to build volunteer management capacity of organisations providing services for older people – Volunteer friendly mentoring at every meeting/event – 2 organisations signed up.
- Deploy the Reshaping Care for Older People Engagement Team in communities across the city to support existing and develop new volunteering opportunities – 4 awards completed.

Outcome 2: Social enterprise develops and grows

- Groups and organisations should expect that the TSI will:
 - DSEN Web Site provides links to national and local information – Full website update.
 - Arrange Network meetings with a range of topics and speaker – 4 held.
 - Encourage collaboration through DSEN membership and intra-trading – 32 members and 4 pending
 - Maintain the Trade Directory to demonstrate the SE products and services available in Dundee – reviewed with website update
- Aspiring SEs are supported, Charities and Voluntary Organisations can access support to develop trading arms – 44 organisations supported
- Provide one to one support to groups to become established – 7 groups supported and 4 new ones developing.
- Development Officer at the Voluntary Gateway to take on duty rota at Voluntary Gateway and support SE enquiries – Duty sessions being undertaken.
- Provide links to DCC strategy action plan and support – Attended all meetings as required.
- Links to Just Enterprise programme, local events and an integrated business support service – 40 attendees at Ready for Business event, 20 at Resilient Fund event and 12 at Social Impact event.
- Direct SEs to finance and loans appropriate to their needs – Loans agreed,
- Identify opportunities through the three Change Funds and Enterprise Growth Fund and signpost to local groups - information event and evaluation held and successful change fund applications.
- Development Worker ensures the links with local and national support agencies addresses the needs of local groups – 3 groups accessed business support.
- A clear message is delivered through the DSEN website and Newsletter – Events and information posted weekly.

- Case studies demonstrating Social and Environmental impacts are published – 2 case studies undertaken
- Collate data on turnover, jobs and numbers of SEs in Dundee – 2012 stats completed.
- Support and promote the DCC biennial SE event – Sept. 2013 conference postponed until October 2014.
- Case Studies demonstrating enterprising activity – 2 identified and 1 written up.
- Mentoring and coaching provided through peer learning and support – 7 enterprises engaged.
- Promote Asset Transfer DCC Community Asset transfer approved.
- Provide links to national and regional developments to local context through promotion of best practice events and studies – Events provided.
- Work with Dundee and Angus Chamber of Commerce to develop links between SEs and local businesses – Meetings with 2 private sector companies re Community benefit Clauses.
- Identify other private sector groups that share common values – Meeting with Dundee and Angus Chamber of Commerce.
- Maintain the DSEN services guide for Procurement Officers Updated June 2013.
- Engage with Tayside Procurement Consortium (TPC) group – Procurement information event held and NHS meet the Buyer event.
- Procurement opportunities are developed through training courses and Ready for Business support – Ready for Business initial meeting held.
- Network events – 6 per year.
- National events promoted – e national events promoted.
- Promote opportunities through DSEN newsletter and provide links to national organisations newsletter and updates – 5 newsletters and 4 bulletins.
- Support the uptake of commissioning opportunities that Change Funds bring – Support to organisations through links with DCC. Support for groups involved in Sell Direct Support 4 new and 10 existing.

Outcome 3: Third sector organisations are well managed and deliver quality services

- Voluntary Gateway support/advice and services are provided:
 - Development Support – start-up, restructuring, planning, monitoring & evaluation.
 - Charity Law & OSCR registration – Inc.: becoming a SCIO, changes to organisation, roles and responsibilities.
 - Capacity building – planning, problem solving.
 - Direct/crisis support to organisations including mentoring, mediation etc.
 - Employment – recruitment & selection, meeting your obligations, redundancy.
 - Independent Examination of Accounts.
 - PQASSO – Mentoring peer support.
 - Training – wide range of topics as well as a bespoke service.
 - Consultancy – from in-house to sourcing expertise from across the country.
 - Provision of “GrantFinder”
 - Support in completion of funding applications
 - 237 episodes recorded 1st April to 30 sept. 2013.
- Model for allocating future Reshaping Care funding is developed – new target date Jan 2014.
- Funding information within newsletters & e-bulletins – 2 newsletters, 6 ebulletins.
- Projects funded under programme 10 of Reshaping Care Programme are supported to increase their capacity – not achieved due to vacant post.
- Increase capacity building for non Reshaping Care funded projects – extensive support to a unfunded day care service.
- Support provided via MH Network Co-ordinator, CAN Co-ordinator, Reshaping Care Team and TSI staff skills/expertise – Ongoing. Episodes included above.
- Conduct annual Third Sector Training Needs Analysis – DVA no longer has Information & Training Officer Post.
- Calendar of training is developed & delivered – Training programme developed until 30.9.2013.
- Bespoke training/consultancy delivered as required – support given to 5 organisations.
- Organisations are mentored though PQASSO – PQASSO stopped due to SVA programme ceasing.
- 4 x ECYPM Practitioners events per annum – 23 attendees at Planning for Team Around the Child, Multi-agency screening hub & info pack developed 18 attendees plus 2 x 1:1 sessions.

- Websites are maintained and developed – new web site being developed.
- Voluntary Action Newsletter produced quarterly – 3 newsletters.
- Voluntary Action e-bulletins produced – 7 ebulletins.
- Mental Health e-bulletins produced monthly - 7 ebulletins.
- ECYPM e-bulletins produced fortnightly – 13 ebulletins.
- S.U.N. mental health service user network newsletter – 2 newsletters
- Older People's Services network ebulletins – 8 ebulletins.
- Older People's services newsletter – 2 newsletters.
- Information sharing through networks and forums
 - Every Child & Young Person Matters – 5 reps meetings, 3 strategy meetings
 - Celebrate Age Network – 3 meetings
 - Reshaping Care for Older People Network – 3 meetings
 - Mental Health Network – 3 gatherings.
 - Mental Health Service User Network – weekly meetings.
 - Equalities Forum – 3 meetings.
 - Community Safety Network – 3 meetings

Outcome 4: Third sector organisations feel better connected and are able to influence and contribute to public policy

- Represent the views of the Third Sector at all levels of Community Planning including:
 - Dundee Partnership Management Group
 - Dundee Partnership Co-ordinating Group
 - Dundee Partnership Forum
 - Theme Groups
 - Cross-cutting groups
 - CPP sub groups/working groups/short life working groups.
 - Engagement in the Health & Care agenda through CHP representation
- Third sector engagement in Health and Social Care agenda. TSI public sector partner's survey drafted.
- Third sector engagement and involvement in Reshaping Care – Continued representation.
- Provide support to network representatives to participate in CPP processes and structures – 10 review days.
- Participation at Dundee Partnership meetings and dissemination of information – procedures being reviewed.
- Networks and forums (as in Outcome 3) are supported – baseline to be established once mapping is completed.
- Support collaborative working; particularly around Mental Health, Children & Families, Older People and Reshaping Care - Achieved
- Provide information/feedback through networks, forums, events, websites, newsletters and e-bulletins - as described above.
- Annual budget meeting between sector and Director of Corporate Services - Happened.
- Provide opportunity through networks and forums to enable sector to contribute to design of policy and services – Relevant meetings attended and consultation response submitted.
- Maintain and develop representation at highest level of CPP Management, Co-ordinating, themed and cross cutting groups and CHP.
- Networks and forums participate in consultation to inform local and national policy – contribution reviewed. Recommendations under review.
- Participation in Early Years Collaborative – Leading Leadership work stream.
- Actively contribute to the delivery of the Lochee Pathfinder Blueprint – Actively involved.
- Demonstrate value and impact of Sector from annual census information – annual survey superseded.
- Review Third Sector CPP representation – Review completed.
- Review Integrated Children's' Services Mapping Information - 2 Third sector reps on each new ICS.
- Annual presentation to Community Planning Partnership – not yet achieved.

Outcome 5: The third sector interface is well managed and effective

Intelligence and Understanding

- Post-migration update of information on MILO – update in progress.

- Maintenance of MILO – update in progress.
- Annual sector update – update in progress.
- Staff utilise information on MILO achieved and ongoing.
- Annual satisfaction survey – survey drafted.
- Review Voluntary Gateway’s effectiveness as a 1 stop shop – Preliminary work undertaken.
- Development of Third Sector Forum – Not yet achieved.
- Input from Networks & Forums – Deferred to January.

Communication and Promotion

- Develop communications strategy – by 31/12/2013.
- Special Voluntary Gateway newsletter promoting impact of sector - March 2014
- Use data for pre-meeting of 3rd sector forum event – March 2014

Partnership Working

- Participation in Reshaping Care nationally - Ongoing
- Participation in Early Years Collaborative - Ongoing
- Actively contribute to the delivery of the Lochee Pathfinder blueprint via Dundee Partnership – ongoing.
- Participate in TSI network meetings, Annual Conference, training and other events – Achieved.
- Explore opportunities for partnership working with TSIs – ongoing.
- TSI commitment to VAS – ongoing.

Equalities

- Voluntary Gateway drop in facility, single telephone line and email – achieved.
- Number Ten barrier free – ongoing.
- Annual basic equalities training for all staff. Specialised training as required - deferred
- Voluntary Gateway drop in facility, single telephone line and email - achieved
- Centre barrier free – ongoing.
- Commitment to Plain English in all publications – ongoing.
- Utilise services of interpreters and translators as required for events, presentations etc. – as required.
- Support to networks and forums achieved.
- Development of Third Sector Forum to be achieved by 31/3/2014.
- Themed events – ongoing.
- Annual sector survey.
- Work with partners & existing forums to identify priority issues - ongoing.

Internal Management

- Review performance and effectiveness of TSI – Quarterly meetings achieved
- EFQM – Revalidated via Quality Scotland/BLF project.
- Conduct baseline of 3 x conditions of service – to be completed by 31/12/2013
- Explore implementation of Living Wage – insufficient funds to implement.

Employment and Income

Dundee Voluntary Action Ltd and Volunteer Centre Dundee collectively sustained 16 full-time jobs and Dundee Voluntary Action Ltd is projected to achieve 95% of their income from non City Council sources in 2014-2015 and Volunteer Centre Dundee 97% in 2014-2015.

DUNDEE VOLUNTARY ACTION LTD

	Estimated Outturn 2013-2014	Draft Budget 2014-2015
Expenditure		
Consolidated expenditure	1,107,709	1,097,725
Disallowed VAT	4,685	7,000
Total Expenditure	1,112,395	1,104,725
Income		
Dundee City Council Core Grant	41,000	41,000
Dundee City Council CAN Contract	44,255	44,255
Mental Health Engagement	80,912	76,912
FSF: Vol Sector Info/Dev Worker	32,558	32,558
Interface Income - Scottish Government - DVA proportion	78,000	78,000
Number Ten Rental	181,667	160,000
Interface Income (transferred to VCD and DSEN)	114,000	114,000
Other income (inc self-generated)	18,712	20,000
Reshaping Care (all infrastructure/TSI posts)	297,350	280,000
Reshaping Care Grants Payable	0	168,000
Reshaping Care Community Capacity Building Fund	50,000	50,000
Total Income	938,454	1,064,715
Restricted Funds b/wd (as per accounts ending March 2012)	325,023	54,000
Capital Grant Release (as per accounts ending March 2012)	10,560	10,560
Surplus or (Deficit)	161,642	24,560

VOLUNTEER CENTRE DUNDEE LTD

	Estimated Outturn 2013-2014 £	Draft Budget 2014-2015 £
Total Expenditure	438,536	446,586
Income		
Dundee City Council Grant	9,600	9,600
Scottish Government TSI	93,000	93,000
DP Volunteer Friendly	38,470	38,470
DP Volunteer 2 Work	32,500	32,500
Reshaping Care 1	42,900	42,900
DIALOP	0	26,000
Reshaping Care 3	100,000	50,000
Reshaping Care Timebanks	37,500	50,000
DB	40,000	80,000
NHS/BHF	26,066	8,934
Income Generation	4,500	7,000
Total Income	438,536	446,586
Surplus or (Deficit)	965	1,008

Please note that these figures are based on Management Accounts only and are subject to actual year end calculations.

This draft budget has not yet been approved by VCD Board

DUNDEE INTERNATIONAL WOMEN'S CENTRE

Review of 2013-2014

Skills Development

Over the years Dundee International Women's Centre (DIWC) recognised that some women struggled to move onto meaningful opportunities beyond the Centre due to lack of confidence and limited opportunities that met specific needs and skill sets. Hence in the current year the Centre has focused on developing services over and beyond learning at beginner's levels or pre-formal qualification levels.

1. SQA Approved Centre

In 2013, DIWC acquired approval as an SQA Centre and has now developed and is delivering 2 new SQA courses in the Centre; SQA accredited NPA in Play Work and Childcare and an SQA accredited Volunteer Skills Award (VSA). The Volunteer Skills Award is also available at Levels 3, 4 and 5 enabling wider access to different entry levels for women from diverse skill or qualification backgrounds.

They have supported 4 learners to complete the Volunteer Skills Award including them undertaking work placements in various areas as part of the programme. These women have now received formal SQA qualification and a further 11 women are working on their VSA qualifications.

DIWC has now developed its own SQA registered Childcare course thus building the Centre's own capacity and reducing the resources spent on buying in services from out with Dundee.

This year they have 10 women studying for the qualification in childcare and 9 women from last year have now completed their work placements and are awaiting accreditation.

2. New English For Life Class

This year the centre saw the introduction of English for Life class to replace the highest level English class previously provided by Dundee College; discontinued due to College funding cuts. They recognised that service users were not at a stage or place where they could move on (due to childcare issues or lack of confidence) unless additional support was brought in to fill this gap. English for life is a project based English class, where students work as a team to plan and deliver projects from beginning to end, such as producing short stories or exhibitions. The focus is to use English in another context, and move away from the traditional way of learning English in an ESOL classroom. The projects have been very successful and have been an excellent starting point to developing services that suit service user needs.

3. New ECDL Class

Due to popular demand we have now introduced a new ECDL class with a further 5 learners joining the course

Community/Cultural Integration Events

DIWC has delivered 23 cultural events involving 588 women and 209 children; events included community and cultural integration

DIWC Knowledge-Exchange Projects

DIWC as a Service Delivery Role Model. Over the past 2 years DIWC has supported a number of knowledge-exchange workshops and opportunities with different agencies. Through this work we have supported agencies, working with similar client groups, to grow and develop their services through learning from DIWC's expertise and many years of experience.

DIWC's Cultural Knowledge Exchange. DIWC developed specific tailored training involving volunteer role models from ethnic minority communities to raise awareness and provide experience of culturally specific health related issues to life and to improve communication for 3rd Year Nursing students. The project was hailed highly successful by volunteers and practitioners alike. Support nurses to gain knowledge and practical experience of communicating with BME communities and identifying health issues which effect BME communities.

Women in Sustainable Employment (WiSE Dundee and Glasgow). DIWC has teamed up with Bridges Programme from Glasgow (through Scottish Government Funding) to gain from their knowledge of assisting Black and minority ethnic and/or migrant women, who are the furthest from the labour market. The project will work to find sustainable employment which is relevant to women's past education and experience or future desires through developing shadow work programmes in partnership with a range of different employment sector organisations. The Centre will provide sector specific ESOL classes containing job specific language as well as local dialect as a way of improving language skills and building confidence to work with employers. Plans are now well under way and DIWC has recruited a number of women and is in negotiations with different employers to take this forward in the coming year.

Progress Against Agreed Outcomes

Outcome 1:

Continue to manage the delivery of a weekly programme of social, educational, recreational and employment related activities for all women with a specific focus on those from diverse black ethnic minority and migrant communities. Target - 150 new women and 400 women overall participate in a range of social, educational, training and employment activities.

Achievement: From April 2013 to 14th March 2014 DIWC has supported 455 women through its services, which included 223 continuing service users and 232 new service users.

Outputs: Delivered a range of social activities and 'Spring Board' classes with the aim of building confidence and self esteem and engaging excluded women. Activities delivered include:

	No of sessions held	No of participants	Social Return on Investment per participant
Macara Youth Group, - young BME women's 12 – 21 years old	51 sessions	23	£104,196
Bazorg Group– Over 50's BME group	35 sessions	21	£90,312
Mother and Toddler Group	30 sessions	30	£4,990
Cooking Class	35 sessions	33	£56,957
Baking and Cake Decorating	35 sessions	20	£62,652
Sewing Class	35 sessions	12	£52,453
Arts and craft basic	35 sessions	8	£80,203
Arts and Craft, painting	35 sessions	13	£47,942
Women's Festival art project	5 sessions	5	£47,942
Make do and mend	11 sessions	8	£52,453
Keeping Safe for Women	6 sessions	7	£39,827

Supported women through providing an information and advice service covering issues such as housing, finance/benefits, employment, CV/job applications, discrimination, domestic abuse etc. Activities accomplished: Information and advice support sessions – 198 individual one-to-one sessions

Delivered a range of informal and formal educational or skilled based classes and activities per week including the following

Activity	No sessions of	No of participants	Social Return on Investment
English Conversation Group- pre Intermediate	35 Sessions	29	£1,816,928
English ESOL – Upper Beginners	32 Sessions	16	£954,993
English Conversation Group – Beginners	35 Sessions	29	£1,816,928
English Conversation Group – Intermediate	35 Sessions	31	1,942,234
English Conversation Group – Beginners	35 Sessions	29	£1,816,928
English ESOL – Pre – intermediate		19	£954,993
English For Life	35 Sessions	20	£62,6512
English ESOL – Complete beginners English ESOL – Beginners	32 Sessions	9	£954,993
English - Beginners English ESOL – Beginners	32 Sessions	12	£954,993
ECDL Computer driving license 1	35 Sessions	7	£675,817

ECDL Computer driving license 2	25 Sessions	9	£868,908
Computing Class (beginners) 1	35 Sessions	9	£713,616
Computing Class (beginners) 2	35 Sessions	13	£1,030,778
Computing Class (beginners) 3	33 Sessions	13	£1,030,778
Driving Test Preparation	35 Sessions	22	£1,317,056
Childcare Training - National Progression Award	33 Sessions	28	£1,075,331
SQA Award in Volunteering Skills	35 Sessions	21	£806,498
UK Citizenship Study Group	35 Sessions	18	£1,603,490
Lunch Club	35 Sessions	30	£2,402,202
Basketball Class	2 Sessions	5	£276,293

Supported work placements and employment training sessions for women; activities accomplished include.

3 Work Placement opportunities for women lasting at least 10 weeks from agencies such as University of Abertay and University of Dundee

Outcome 2:

Support and manage volunteering opportunities, which contribute to women developing their personal skills and experience for jobs. Target - 30 women involved in volunteer opportunities.

Achievement: 49 women involved in volunteering opportunities in a range of skill areas.

Outputs:

Provided 49 women with formal volunteering opportunities in different areas of work (excluding the 13 women on the board of directors). 22 volunteers were new within the current year. 15 volunteers involved in gaining and SQA Volunteer Skills Award as part of their volunteering placements.

Outcome 3:

Continue to develop the social enterprise businesses in a manner that directly links participation in activities, volunteering within the Centre and potential training/employment opportunities. Target - minimum of 5 women who have never been employed or have been long-term unemployed gain opportunities to earn a source of income and 10 women gain experience and work-place training through work placements.

Achievements: 19 women benefited from opportunities to gain experience and work place training; 10 new staff members, of whom 5 had never worked or had been long-term unemployed, gained employment opportunities and 25 women continued work through social enterprise businesses (unfortunately 11 had to be laid off in July 2013 following the liquidation of Wooden Spoon Catering)

Outputs

Supported 30 women to gain work/employment related experience through a variety of methods including the following:

- 3 placement students through the adult learning services;
- 15 voluntary work placements in childcare training;
- 12 continuing and 4 new staff within the childcare team;

How DIWC know they have made a difference

DIWC know they have made a difference as they monitor and evaluate all their services and projects on a continuous basis assessing the success and continual positive growth and development and to ensure they are incorporating any changing needs of service users.

They do this in a variety of ways: through questionnaires, attendance sheets, one-to-one discussions with their service users, monitoring against individual learners profiles, achievement targets with their volunteers and through regular staff reporting, project reporting, session reports and staff support and supervision as well as team meetings.

In addition every year they hold an Evaluation day (June 2013) encouraging Service Users to give them feedback on what they do. When asked how the Centre had helped women over the past year the following answers were received from a total of 103 women who participated.

Has coming to the centre helped you...	Some 1	Quite a bit 2	Lots 3
Feel more confident (you feel more able to do things by yourself)	14%	27%	56%
Have more self esteem (feel better/stronger about yourself)	12%	37%	47%
Make more friends	19%	28%	45%
Feel happier	10%	18%	72%
Be a better mum for your children	8%	13%	35%
Be part of the Dundee community	24%	25%	45%
Be more motivated to do things	11%	30%	54%
Feel healthier	16%	19%	55%
Get qualifications	15%	21%	43%
Get a job	23%	11%	11%
Get new experiences	14%	23%	59%
Learn new skills	14%	30%	53%

Major Plans for 2014-2015

Continue to manage the delivery of a weekly programme of social, educational, recreational and employment related activities for all women with a specific focus on those from diverse black ethnic minority and migrant communities. Target - 150 new women and 400 women overall to participate in a range of social, educational, training and employment activities.

Support and manage volunteering opportunities, which contribute to women developing their personal skills and experience for jobs. Target - 30 women involved in volunteer opportunities.

Continue to develop the social enterprise businesses in a manner that directly links participation in activities, volunteering within the Centre and potential training/employment opportunities. Target - minimum of 5 women who have never been employed or have been long-term unemployed gain opportunities to earn a source of income and 10 women gain experience and work-place training through work placements.

	Estimated Outturn 2013-2014	Draft Budget 2014-2015
Expenditure		
Staff Costs	264,817	245,817
Property Costs	22,513	23,188
Supplies and Services	35,024	36,075
Transport	1,200	1,236
Total Expenditure	323,554	306,316
Income		
Self Generated income	34,663	35,703
Grants		
Dundee City Council Grant	7,761	7,761
Dundee Partnership	43,268	43,267
Big Lottery Fund	105,355	0
Hendry Smith Charity	23,600	24,500
Lankelly Chase	18,000	9,000
Esmee Fairbairn	15,912	15,912
Robertson Trust	15,000	0
Garfield Weston	10,000	0
Bank of Scotland	0	10,000
Gannochy Trust	4,000	0
Dundee City Council small grants	5,224	2,000
ESOL Strategy	5,267	5,000
Other small grant income anticipated	2,500	2,500
Sub Total Grants	315,887	179,940
Total Income	350,550	215,643
Surplus(Deficit)	26,996	(90,673)

Dundee International Women's Centre have funding applications in and are waiting responses to cover most of the shortfall for 2014-2015

DUNDEE CITY COUNCIL

Equality Impact Assessment Tool

Part 1 Description / Consultation

Is this a Rapid Equality Impact Assessment (RIAT)?	<input checked="" type="checkbox"/> YES	NO Please circle
Is this a Full Equality Impact Assessment (EQIA)?	YES	<input checked="" type="checkbox"/> NO Please circle
Date of assessment 07/03/2014	Title of document being assessed Third Party Payments 2014-2015	
Committee report number 163-2014		
1) This is a new policy, procedure, strategy or practice being assessed (If yes please tick box) <input type="checkbox"/>	This is an existing policy, procedure, strategy or practice being assessed? (If yes please tick box) <input checked="" type="checkbox"/>	
2) Please give a brief description of the policy, procedure, strategy or practice being assessed.	The annual provision of grants to third party organisations in the city to deliver services beneficial to the city and its residents	
3) What is the intended outcome of this policy, procedure, strategy or practice?	Increased/improved cultural and educational provision to the residents of Dundee.	
4) Please list any existing documents which have been used to inform this Equality and Diversity Impact Assessment.	Following the Public Pound Legislation Organisations Audited Accounts	
5) Has any consultation, involvement or research with protected characteristic communities informed this assessment? If yes please give details.	No It is proposed to work with the Third Party Organisations over the next year to start to collect equality monitoring information that can be used to direct service delivery.	
6) Please give details of council officer involvement in this assessment. (E.g. names of officers consulted, dates of meetings etc)	Merrill Smith	
7) Is there a need to collect further evidence or to involve or consult protected characteristics communities on the impact of the proposed policy? (Example: if the impact on a community is not known what will you do to gather the information needed and when will you do this?)	No Would like to undertake consultation next year on the back of increased/improved equality monitoring information	

Part 2 Protected Characteristics

Which protected characteristics communities will be positively or negatively affected by this policy, procedure or strategy?

NB Please place an X in the box which best describes the "overall" impact. It is possible for an assessment to identify that a positive policy can have some negative impacts and visa versa. When this is the case please identify both positive and negative impacts in Part 3 of this form.

If the impact on a protected characteristic communities are not known please state how you will gather evidence of any potential negative impacts in box Part 1 section 7 above.

	Positively	Negatively	No Impact	Not Known
Ethnic Minority Communities including Gypsies and Travellers	√	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender	√	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>
People with a disability	√	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	√
Lesbian, Gay and Bisexual	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>
Socio-economic	√	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pregnancy & Maternity	<input type="checkbox"/>	<input type="checkbox"/>	√	<input type="checkbox"/>
Other (please state)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	√

Part 3 Impacts / Monitoring

1) Have any positive impacts been identified? (We must ensure at this stage that we are not achieving equality for one strand of equality at the expense of another)	If yes please give further details Part of the funding will assist in the delivery of targeted programmes to protected characteristic groups.
2) Have any negative impacts been identified? (Based on direct knowledge, published research, community involvement, customer feedback etc. If unsure seek advice from your departmental Equality Champion.)	If yes please give further details N/A
3) What action is proposed to overcome any negative impacts? E.g. involving community groups in the development or delivery of the policy or practice, providing information in community languages etc. see Good Practice on DCC equalities web page	Please give further details N/A
4) Is there a justification for continuing with this policy even if it cannot be amended or changed to end or reduce inequality without compromising its intended outcome? (If the policy that shows actual or potential unlawful discrimination you must stop and seek legal advice)	If yes please give further details N/A

<p>5) Has a 'Full' Equality Impact Assessment been recommended? (If the policy is a major one or is likely to have a major impact on protected characteristics communities a Full Equality Impact Assessment may be required) Seek advice from your departmental Equality lead.</p>	<p>If yes please give further details</p> <p>No</p>
<p>6) How will the policy be monitored? (How will you know it is doing what it is intended to do? e.g. data collection, customer survey etc.</p>	<p>Please give details</p> <p>Annual monitoring process in place. Following the Public Pound. Audited accounts Council Members and Officers as Board members in the major organisations</p>

Part 4 Contact information

Name of Department or Partnership: Chief Executives Department

Type of Document

Human Resource Policy	<input type="checkbox"/>
General Policy	<input type="checkbox"/>
Strategy/Service	√
Change Papers/Local Procedure	<input type="checkbox"/>
Guidelines and Protocols	<input type="checkbox"/>
Other	<input type="checkbox"/>

Contact Information

Manager Responsible	Author Responsible
Name David Dorward	Name Merrill Smith
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Signature of author of the policy:

Date 02/04/2014

Signature of Director / Head of Service area:

Date 02/04/2014

Name of Director / Head of Service:

David Dorward

Date of next policy review:

April 2015