Dear Sir or Madam

LEISURE, ARTS AND COMMUNITIES COMMITTEE

You are requested to attend a MEETING of the LEISURE, ARTS AND COMMUNITIES COMMITTEE to be held in the City Chambers, City Square, Dundee on Monday, 8th November, 2010 to follow the meeting of the City Council called for 6.00 pm.

Yours faithfully

DAVID K DORWARD

Chief Executive

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

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

AGENDA OF BUSINESS

1 PROCUREMENT OF STORAGE RACKING FOR ART COLLECTIONS
(Report No 653-2010 by Director of Leisure and Communities enclosed).

2 GRANT AWARD 2010/2011: GENERATOR PROJECTS
(Report No 634-2010 by Director of Leisure and Communities enclosed).

3 FINANCIAL SUPPORT TO BALERNO COMMUNITY ACTIVITY GROUP
(Report No 644-2010 by Director of Leisure and Communities enclosed).

4 VOLUNTARY ORGANISATIONS TRAINING GRANTS FUND (2010-2011)
(Report No 639-2010 by Director of Leisure and Communities enclosed).
5 CHRISTMAS AND NEW YEAR CLOSURES
(Report No 638-2010 by Director of Leisure and Communities enclosed).

6 TENDER FOR THE RESTORATION OF HEADSTONES AND MEMORIALS
(Report No 651-2010 by Director of Leisure and Communities enclosed).

7 TENDER FOR THE SUPPLY AND DELIVERY OF EXCAVATOR UNIT
(Report No 652-2010 by Director of Leisure and Communities enclosed).
1.0 PURPOSE OF REPORT

1.1 This report details the proposals received for the procurement and installation of specialist racking within The McManus Galleries: Dundee’s Art Gallery and Museum for the storage of oil paintings, and requests a decision on acceptance of the recommendation.

2.0 RECOMMENDATIONS

2.1 Approval is recommended for the acceptance of the proposal submitted by Rackline Ltd to supply and install a system suitable for the purpose, at a total cost of £119,963

3.0 FINANCIAL IMPLICATIONS

3.1 Funding for this project has been secured from the following sources:

<table>
<thead>
<tr>
<th>Source</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grant from Museums Galleries Scotland Capital Fund</td>
<td>£60,000</td>
</tr>
<tr>
<td>Grant from the PF Charitable Trust</td>
<td>£36,000</td>
</tr>
<tr>
<td>Contribution from the Orchar Fund</td>
<td>£24,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>£120,000</strong></td>
</tr>
</tbody>
</table>

4.0 BACKGROUND

4.1 The fit-out of the basement areas with art storage systems was part of the original refurbishment project, however, due to financial constraints, this element was deleted as part of a savings exercise. The external funds now secured, some of which have been awarded specifically for storage, will enable this project to progress.

4.2 During the programme of redevelopment at The McManus: Dundee’s Art Gallery and Museum, the art collections were removed to temporary storage and the existing storage racking dismantled. The re-arrangement of areas within the basement of The McManus necessitates the procurement of new storage systems to house the City’s art collections, which will allow efficient and effective staff access to these collections enabling an enhanced service to the public.

4.3 The entire art collection will be returned to The McManus in three phases over a two to three year period. The first phase, outlined in this proposal, will involve the return of approximately 900 oil paintings, which represents a significant percentage of the total insurance value of the City’s art, cultural and scientific collections.

4.4 Plans for the storage of the oil paintings collection were sought from three companies permitted to tender through the OGC Framework 2010 (Office of Government Commerce – now called “Buying Solutions”).
The three proposals submitted are:

<table>
<thead>
<tr>
<th>Supplier</th>
<th>Total Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Metalrax Storage Ltd, Birmingham</td>
<td>£104,216</td>
</tr>
<tr>
<td>Rackline Ltd, Newcastle-under-Lyme</td>
<td>£119,963</td>
</tr>
<tr>
<td>Templestock Rotadex Ltd, Birmingham</td>
<td>£98,956</td>
</tr>
</tbody>
</table>

These proposals have all been rigorously evaluated in terms of value for money, technical standards, suitability for purpose and quality of support and service.

The evaluation criteria used are detailed below:

a) maximise the storage space i.e. square meterage;
b) physical dimensions of individual screen sizes;
c) quality of design layout;
d) quality, strength and suitability of materials used;
e) declared warranty period.

Following the evaluation, the recommended supplier is Rackline Ltd.

5.0 POLICY IMPLICATIONS

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

There are no major issues.

6.0 CONSULTATION

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

7.0 BACKGROUND PAPERS

7.1 None

Stewart Murdoch, Director of Leisure and Communities  
26 October 2010
1.0 PURPOSE OF REPORT

1.1 To submit to Committee a request for grant funding to Generator Projects.

2.0 RECOMMENDATIONS

2.1 That the Committee approves support of £6500 to Generator Projects.

3.0 FINANCIAL IMPLICATIONS

3.1 The grant of £6500 can be met from the Leisure and Communities Department's 2010/11 Revenue Budget.

4.0 MAIN TEXT

4.1 Reference is made to Article I of the minute of the Leisure and Arts Committee dated 17 May 2004, when funding of £7,000 was granted to the Generator Project.

4.2 Generator Projects is a non profit visual arts organisation run by a voluntary committee of professional artists and is supported by a membership of over 300 local artists. The organisation presents innovative contemporary art by emerging visual artists and curators through an extensive exhibitions and events programme. The committee works closely with other local arts organisations including Dundee Contemporary Arts, University of Dundee and Dundee City Council Arts and Heritage Section to develop support and opportunities for professional artists in Dundee.

4.3 The Leisure and Communities Department's Creative Learning Team offer Generator Projects' Committee and Membership support through professional development and cultural networking events, employment and training opportunities, and input through the Projects' Advisory Board.

4.4 The proposed grant of £6500 from the Leisure and Communities Department 2010/11 revenue budget is to allow Generator Projects to develop their service to artists and the community through a programme of exhibitions and events - see Appendix 1.

5.0 POLICY IMPLICATIONS

This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. There are no major issues.
6.0 CONSULTATION

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

7.0 BACKGROUND PAPERS

7.1 Visual Arts application for Grant Aid 2010/11

Stewart Murdoch
Director of Leisure and Communities
26 October 2010
APPENDIX 1

GENERATOR PROJECTS

Generator projects is a non profit visual arts organisation based at a gallery and office space in Mid Wynd and run by a voluntary committee of professional artists (www.generatorprojects.co.uk). The organisation was established by a group of graduates from Duncan of Jordanstone College in 1996 to create new opportunities in Dundee for artists to work and exhibit together. The committee run an extensive programme of exhibitions, national and international projects and offsite events from their gallery space in Mid Wynd, often in collaboration with other artists groups and organisations. The organisation is vital in retaining new graduates to the city of Dundee and the organisation has an excellent reputation nationally and internationally in the sector of contemporary visual art. Support for Generator Projects supports commitment 4 in the Dundee Cultural Strategy to 'turn local talent into jobs'. Generator Projects are a named partner in the commitment to 'develop widespread opportunities for professional artists and makers to create and sell work in the city'.

Programme highlights 2010/11

Exhibition - Field by means of matter
Artists - Natasha Bird, Michael J Davis, Craig Dow, Francis Thorburn
Dates - 25th June - 25th July 2010
Description - curated in partnership with 'Field' an arts organisation based in London with an exchange exhibition planned for 2011.

Exhibition - Passport for Voice
Artist - Robin Thomson
Dates - 25th September - 24th October 2010
Description - Solo show from exciting Scottish Artist based in Berlin. Partnership talks and events programme with DJCAD and DCA.

Exhibition - Members Show
Artists - Open submission from membership (up to 300)
Dates - January- February 2011
Description - core annual show, popular within the arts community in Dundee. An exhibition that mixes young and established artists with students.

Exhibition - title TBC
Artists - tbc through selection chosen on a curatorial trip to China
Description - Treasurer Fraser MacDonald participated in a curatorial trip to China funded by Creative Scotland. This exhibition will bring work by young Chinese artists to Dundee.
DUNDEE CITY COUNCIL

REPORT TO: Leisure, Arts and Communities Committee - 8 November 2010
REPORT ON: Financial Support to Balerno Community Activity Group
REPORT BY: Director of Leisure and Communities
REPORT NO: 644-2010

1.0 PURPOSE OF REPORT
1.1 The report seeks approval for a Revenue Grant to Balerno Community Activity Group.

2.0 RECOMMENDATION
2.1 It is recommended that the Committee approves the award of £900 towards the overall running costs for Balerno Community Activity Group. This would enable the organisation to continue to deliver a responsive programme of social, leisure and recreational activities for the over 50's age group in the Douglas area.

3.0 FINANCIAL IMPLICATIONS
3.1 The cost will be contained within the third party payments budget head of Leisure and Communities for 2010-2011.

4.0 MAIN TEXT
4.1 The main aims of the Balerno Community Activity Group are consistent with the aims of "OPEN" - Older People - Engaging Need Initiative.
4.2 Balerno Community Activity Group makes an important contribution to social networking opportunities for older people in the Douglas area.
4.3 Older people make up a significant percentage of the population in the East End of Dundee.

5.0 ACHIEVEMENTS
5.1 Balerno Community Activity Group has 80 active members and delivers a responsive programme to older people which contributes to community health and wellbeing.

6.0 POLICY IMPLICATIONS
This report has been screened for any policy implications in respect of Sustainability, Strategic environmental assessment, Anti-Poverty and Equality Impact Assessment and Risk Management. There are no major issues.

An Equality Impact Assessment has been carried out and will be made available on the Council website http://www.dundeecity.gov.uk/equanddiv/equimpact

644-2010
CONSULTATION

7.1 The Chief Executive, Depute Chief Executive (Support Services), Assistant Chief Executive and Director of Finance have been consulted on this report.

BACKGROUND PAPERS

8.1 Equality Impact Assessment.

Stewart Murdoch
Director of Leisure and Communities
12 October 2010
1.0 PURPOSE OF REPORT

1.1 The report makes recommendations for grant awards from the Voluntary Organisations Training Grants Fund.

2.0 RECOMMENDATIONS

2.1 It is recommended that the Committee approves the recommended grants, to the total value of £1000.

3.0 FINANCIAL IMPLICATIONS

3.1 The grant awards will be met within the approved allocation from the Department's revenue budget 2010-2011.

4.0 MAIN TEXT

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

Detailed below are the recommendations for specific grant awards.

<table>
<thead>
<tr>
<th>Ref No</th>
<th>Name of Applicant</th>
<th>Purpose of Application</th>
<th>Total Cost</th>
<th>Grant Requested £</th>
<th>Grant Recommended £</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Girlguiding Dundee</td>
<td>To support the costs of their ongoing training programme, including the additional training required in relation to new guidelines on Risk Management, and the new Girlguiding UK database</td>
<td>£1,900</td>
<td>£1,180</td>
<td>£520</td>
</tr>
<tr>
<td>2</td>
<td>Dundee &amp; Perth Division, Girls Brigade</td>
<td>To re-establish a comprehensive training programme, with new trainers, following the resignation of their previous training co-ordinator</td>
<td>£1,785</td>
<td>£500</td>
<td>£480</td>
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<td></td>
<td><strong>TOTAL</strong></td>
<td></td>
<td><strong>£1000</strong></td>
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</tbody>
</table>
5.0 POLICY IMPLICATIONS

This report has been screened for any policy implications in respect of Sustainability, Strategic environmental assessment, Anti-Poverty and Equality Impact Assessment and Risk Management. There are no major issues.

An Equality Impact Assessment has been carried out and will be made available on the Council website [http://www.dundeecity.gov.uk/equanddiv/equimpact/](http://www.dundeecity.gov.uk/equanddiv/equimpact/).

6.0 CONSULTATION

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

7.0 BACKGROUND PAPERS

7.1 Equality Impact Assessment.

Stewart Murdoch
Director of Leisure & Communities Department
8 October 2010
1.0 PURPOSE OF REPORT

1.1 The purpose of this report is to inform the Committee of the festive season opening times within facilities funded by the Leisure, Arts and Communities Committee.

2.0 RECOMMENDATIONS

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

3.0 FINANCIAL IMPLICATIONS

3.1 None.

4.0 MAIN TEXT

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

4.2 The designated public holidays for Dundee City Council for the festive period 2010-2011 are as follows:

- Friday, 24 December 2010
- Monday, 27 December 2010
- Tuesday, 28 December 2010
- Monday, 3 January 2011
- Tuesday, 4 January 2011

4.3 The closure of specific facilities over the festive period was part of the savings for financial year 2010/11 and was approved by the Policy and Resources Committee on 11 February 2010 and these are detailed in appendix 1 along with the other closures.

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

4.4 Where necessary, staff timetables will be adjusted accordingly.

5.0 POLICY IMPLICATIONS

5.1 This Report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. There are no major issues.

6.0 CONSULTATION

6.1 The Chief Executive, Depute Chief Executive (Support Services), Assistant Chief Executive and Director of Finance have been consulted on this report and are in agreement with its contents. The Board of Dundee Leisure has considered and approve these proposals.
7.0 BACKGROUND PAPERS

7.1 None.

Stewart Murdoch
Director of Leisure and Communities
26 October 2010
<table>
<thead>
<tr>
<th>FACILITY</th>
<th>Thurs 23 Dec</th>
<th>Fri 24 Dec</th>
<th>Sat 25 Dec</th>
<th>Sun 26 Dec</th>
<th>Mon 27 Dec</th>
<th>Tue 28 Dec</th>
<th>Wed 29 Dec</th>
<th>Thurs 30 Dec</th>
<th>Fri 31 Dec</th>
<th>Sat 1 Jan</th>
<th>Sun 2 Jan</th>
<th>Mon 3 Jan</th>
<th>Tues 4 Jan</th>
<th>Wed 5 Jan</th>
</tr>
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<tr>
<td><strong>Olympia</strong></td>
<td>Normal Opening</td>
<td>CLOSED</td>
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<td>10am - 5pm</td>
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<td><strong>Lochee S/L Centre</strong></td>
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<td>CLOSED</td>
<td>Normal Opening</td>
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<td><strong>Sports Centres</strong></td>
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<td>10am - 4pm</td>
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<td>St Paul's Community Facilities**</td>
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<td>Grove**</td>
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<td>Leisure/Com Adm Offices</td>
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<td>Caird Park Stadium</td>
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<tr>
<td>Golf Courses</td>
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<td>Community Centres</td>
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<tr>
<td>Central Library</td>
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<td>Opening 10am</td>
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<tr>
<td>The Shore</td>
<td>9am - 3pm</td>
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<td>CLOSED</td>
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<td>9am - 5pm</td>
<td>9am - 5pm</td>
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<tr>
<td>The Corner Drop In</td>
<td>Normal Opening</td>
<td>12 noon - 5pm</td>
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<td>CLOSED</td>
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<td>12 noon - 5pm</td>
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<tr>
<td>Mitchell Street Centre</td>
<td>8.15am - 5pm</td>
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<tr>
<td>Community Safety Wardens</td>
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</tbody>
</table>

* End of Business times below are last admission times.
** Operated by Dundee Leisure Trust

Community Safety Wardens will be operational over this period and can be contacted on the normal telephone number (01382) 436333.
1.0 PURPOSE OF REPORT

1.1 To seek Committee approval for the purchase of services for the restoration and stabilisation of headstones and memorials for Leisure and Communities Department.

2.0 RECOMMENDATIONS

2.1 The tender submitted by Vermicon Environmental, Fife based on schedule of rates, be accepted.

3.0 FINANCIAL IMPLICATIONS

3.1 The cost of £30,000 can be met from the 2010/2011 Capital budget allocated to Leisure and Communities.

4.0 MAIN TEXT

4.1 In the past few years the City Council has taken a number of measures to address the Health & Safety issues related to unstable headstones. This is particularly relevant to headstones where owners cannot be traced. These measures have included a long term programme of restoring the integrity of unstable and dangerous headstones, introduction of a Small Grant Scheme to encourage owners to make arrangements to repair their own stones and ensuring that foundations are to the appropriate specification.

Dundee City Council have also introduced a Monumental Mason Scheme whereby monumental masons must be registered with the City Council and adopt its procedures which are comparable to the standards set by the National Association of Monumental Masons (NAMM).

4.2 Tenders were therefore issued to a number of registered companies and only one was returned.

4.3 It is recommended that the offer, based on a number of schedule of rates, from Vermicon Environmental, Fife be accepted as being the most advantageous. This company was awarded the contract in 2009/10 financial year and the repairs that were carried out were deemed to be to the appropriate standard and there is no increase in their schedule of rates from the previous financial year.

4.4 There is an allowance of £30,000 in Leisure & Communities Capital Budget for the works and this work will be prioritised on the basis of the most dangerous headstones and those which are generally causing more concern.

5.0 POLICY IMPLICATIONS

This report has been screened for any policy implications in respect of Sustainability, Strategic Environmental Assessment, Anti-Poverty, Equality Impact Assessment and Risk Management. There are no major issues.
7.0 CONSULTATIONS

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

8.0 BACKGROUND PAPERS

None

STEWART MURDOCH
DIRECTOR OF LEISURE AND COMMUNITIES
13 OCTOBER 2010
DUNDEE CITY COUNCIL

REPORT TO: Leisure, Arts and Communities Committee 8 November 2010
REPORT ON: Tender for the Supply and Delivery of Excavator Unit
REPORT BY: Director of Leisure and Communities
REPORT NO: 652-2010

1.0 PURPOSE OF REPORT

1.1 To gain committee approval for the purchase of burial excavator unit for the Leisure and Communities Department.

2.0 RECOMMENDATIONS

2.1 That the committee agree to purchase from the under noted supplier. After evaluation the suppliers listed are the most advantageous regarding quality and service.

3.0 FINANCIAL IMPLICATIONS

3.1 The annual leasing cost for the machine is estimated at £7,159 for the next 7 years.

3.2 Provision for the annual leasing costs of £7,159 will be made in the Leisure & Communities Department's Revenue Budget for 2010/11 and subsequent years.

4.0 MAIN TEXT

4.1 Leisure & Communities currently hire in an excavator to carry out key tasks such as the mechanical digging of lairs at Birkhill and other cemeteries. In the interest of efficiency it was deemed to be more cost effective to pursue an arrangement where the Council leases the vehicle.

Tender documentation was sent to eight companies and two were returned (see Appendix 1)

4.2 It is recommended that the following offer be accepted as being the only tender which met the specification.

Scot Jcb Ltd, Faraday Street, Dundee DD2 2UG

5.0 POLICY IMPLICATIONS

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

There are no major issues.

6.0 CONSULTATIONS

The Chief Executive, Depute Chief Executive (Support Services), Assistant Chief Executive and Director of Finance have been consulted on this report and are in agreement with its contents.
7.0 BACKGROUND PAPERS

None

STEWART MURDOCH
DIRECTOR OF LEISURE AND COMMUNITIES
27 October 2010
## APPENDIX 1

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