

Culture and Sport Glasgow (trading as Glasgow Life)
(A Company which is a Scottish charity (Scottish charity number SC037844)
incorporated in Scotland under the Companies Acts with company number
SC313851)

MINUTE of a MEETING of Directors of
Culture and Sport Glasgow held in the
Edrom Suite, Tollcross International
Swimming Centre, Glasgow on 11
June 2013 at 10am.

Present: Councillor Archie Graham (Chair)
Mr Mel Young
Sir Angus Grossart
Sir Duncan Rice (by phone)
The Rt. Hon. Sir George Reid
Mr Dilawer Singh
Dr Lesley Sawers
Councillor Emma Gillan
Councillor Soryia Siddique (part meeting)
Councillor Allison Hunter
Dr Bridget McConnell

Attending: Susan Deighan, Depute Chief Executive, Martin Booth, Director of Finance, Ian Hooper, Director of Sport and Special Projects, Jill Miller, Director of Cultural Services, Mark O'Neill, Director of Policy and Research, James Doherty, Media Manager, and Allan Drysdale, Liaison Officer, all Culture and Sport Glasgow, and Stephen Phillips Burness Paull and Williamsons LLP.

Apology: Councillor Frank McAveety

1. Welcome, notice and quorum noted.

Having noted that the relevant notice had been issued and a quorum was present, the Board agreed to proceed to business as hereinafter minuted.

2. Apologies noted.

The Board noted that apologies had been received from Councillor Frank McAveety, and that Councillor Siddique would be late for the meeting.

3. Minute of previous meeting approved.

The minute of the previous meeting of 26 March 2013 was submitted and approved.

4. Matters arising noted.

With reference to the minute of 26 March 2013 and paragraphs

6(a)(i) The Board noted that an update in relation to the Burrell was included at item 6(1) on the agenda; and

6(b)(ii) The Board noted that a report would be presented to a future Board meeting in relation to Library Services and digital inclusion.

5. Report by Chair

(1) Board Appraisals and refresher training noted and agreed.

There was submitted a report by the Chair which proposed

- (a) meetings on a one-to-one basis between the Chair and each Board Member which would be followed by a report back to the Board for consideration of any required action;
- (b) to update Board members on an annual basis in terms of their duties and responsibilities in relation to Section 66 of the Charities and Trustee Investment (Scotland) Act; and
- (c) that the first update would form part of the agenda for the November Board meeting.

After consideration the Board noted and agreed the Chair's proposals.

6. Update by the Chief Executive noted and agreed.

The Chief Executive updated the Board on a number of issues which included

- (1) a report in relation to the Burrell Renaissance which
 - (a) advised that the first meeting of the Burrell Renaissance had taken place on 31 May and detailed the areas which had been considered at the meeting;
 - (b) informed that the Bill and accompanying documents had been formally introduced into the Scottish Parliament on 29 May 2013, and that notice of the intention to promote the Bill had been placed in the press as well as all Glasgow Libraries, and a copy of the Bill was available in the Burrell

- Collection, Pollokshaws Library and the Mitchell Library for public inspection;
- (c) set out the proposed project development work which would be carried out in respect of the refurbishment and redisplay of the Burrell;
 - (d) highlighted that the Burrell Collection was under-researched and published, and detailed examples of previous and future research which would require to be built on to assist in raising the profile of the Collection; and
 - (e) advised that with respect to communications, the BBC had recently aired its documentary *The Man Who Collected the World: William Burrell* on BBC2, and also that the Burrell Renaissance had agreed to appoint an external PR company to support Glasgow Life with coverage of the work of the Burrell Renaissance across national, specialist and international media outlets.
- (2) a report in respect of recent awards and nominations for Glasgow Life flagship venues which advised that
- (a) the Emirates Arena won both the Building A Prosperous City category and the Overall Leader's Award at Glasgow City Council's Flourish Awards;
 - (b) Kelvingrove Museum and Art Gallery had been nominated for The Art Fund UK Museum of the Year 2013 award, which was the third time the venue had been shortlisted in recent years;
 - (c) Riverside Museum had been named European Museum of the Year (EMYA) at a ceremony in Brussels and the Judging Panel had agreed unanimously that the museum fulfilled the EMYA criteria of 'public quality' at the highest level.
- (3) a presentation by the Director of Cultural Services, with regard to the 2014 Cultural Programme which
- (a) set out the approach that the Cultural Programme would take. There would be two brands: Culture 2014, which would be Scotland-wide, and Festival 2014, which would focus on Games time in the city of Glasgow. Both of these would be launched on 16 July 2013;
 - (b) detailed the 'Live City' approach being taken and the proposed sites for the 'destination zones' as well as the Citywide programme;
 - (c) advised of the Festival 2014 programme strands;
 - (d) detailed the resource model through which Festival 2014 would be procured which included the Live City Programming Budget, Co-commissions with national agencies, including Creative Scotland, and the alignment of existing Glasgow Life and Glasgow City Council resources to each other;
 - (e) informed of the funding arrangements for the Culture 2014 programme; and
- (4) the submission of a report which provided an update on key developments and progress on Glasgow's Bid for the 2018 Youth Olympic Games.

After consideration the Board

- (a) with regard to the Burrell Renaissance
 - (i) noted the update provided on progress; and
 - (ii) agreed that engagement with Board members in supporting the work of the Burrell Renaissance would be sought. Sir Duncan Rice expressed a particular interest in the quality of the research programme and in this respect Sir Angus Grossart would arrange to meet with Sir Duncan to review the research programme.
- (b) noted the awards and nomination detailed in respect of Glasgow Life venues;
- (c) noted
 - (i) the presentation with regard to the 2014 Commonwealth Games Cultural Programme; and
 - (ii) that the proposals were still draft and asked to be kept updated on the programme as it developed;
- (d) noted the update in relation to Glasgow's bid to host the 2018 Youth Olympic Games.

7. Reports by Depute Chief Executive.

(1) Annual Review and Performance Report noted.

There was submitted the Company's Annual Review and Performance Report for 2012/13 which

- (a) outlined the breadth of services which the Company delivered on behalf of the city from award-winning venues to learning programmes;
- (b) highlighted a number of the key achievements and measures of success during the year and performance against targets set within the Company's Strategic Objectives;
- (c) detailed the continued growth of the Glasgow Club, the joining together of Glasgow Arts and Glasgow Music to deliver a world class range of cultural services across the city, and the critical role played by Glasgow Communities in supporting the broad and diverse needs of local communities and delivering a huge range of programmes and activities across venues, parks and open spaces;
- (d) informed of more than 5.5 million visits across all Glasgow Libraries including the Mitchell, as well as 1.1 million usages of PC's and wi-fi;

- (e) advised of the wide range of sporting and cultural events delivered by Glasgow Events which had contributed greatly to the city's growing reputation for hosting high-profile events; and
- (f) detailed the 3.4 million visits to Glasgow Museums and highlighted some of the high profile exhibitions held during the year in Glasgow's nine museums.

After consideration the Board noted

- (i) Glasgow Life's Annual Review and Performance Report for 2012/13; and
- (ii) that a further section would be added which detailed the Company's contribution to Glasgow City Council's Strategic Priorities, and a final version of the report would then be circulated to the Board.

(2) Tender for Provision of Insurance Services agreed.

There was submitted a report by the Depute Chief Executive recommending the placement of insurance services for Culture and Sport Glasgow and Culture and Sport Glasgow (Trading) CIC.

After consideration the Board agreed to approve the recommendations as detailed within the report, for the period 1 July 2013 to 31 March 2016 with provision to extend the contracts for a further two years thereafter.

(3) Proposed amendment to quotation exercise threshold noted.

There was submitted a report which advised the Board of a proposal to amend the upper threshold for quotations from £20,000 to £50,000 in both the Company's Procurement Manual and the Rules Relating to Contracts.

After consideration the Board agreed

- (a) the proposal to revise the upper threshold for quotations to £50,000;
- (b) that the procurement of products and services between £5,000 and £20,000 be undertaken by Glasgow Life Project Officers and procurements between £20,000 and £50,000 be undertaken by Glasgow Life Procurement Officers all subject to existing rules and guidance; and
- (c) that both the Company's Procurement Manual and Rules Relating to Contracts be amended as appropriate.

(4) Attendance Management and staffing update noted.

There was submitted a report which provided the Board with information relating to the Company's attendance management and staffing levels, along with a verbal update with regard to the pay award, and the Trade Union membership within the organisation.

After consideration the Board noted the information provided.

8. Report by Director of Cultural Services.

(1) Spoliation, Return or Repatriation of Artefacts working group noted and agreed.

There was submitted a report by the Director of Cultural Services which advised the Board

- (a) that a formal spoliation claim had been received via the Department for Culture, Media and Sport's (DCMS) Spoliation Advisory Panel from lawyers acting on behalf of the heirs of Emma Budge for a 16th Century Swiss Tapestry which forms part of the Burrell Collection; and
- (b) of a need to establish a Spoliation, Return or Repatriation of Artefacts Working Group and agree terms of reference and membership.

After consideration the Board

- (i) noted the request and that a procedural document to deal with such requests would be drafted;
- (ii) agreed
 - (A) to approve the establishment of a Spoliation, Return or Repatriation of Artefacts Working Group and the membership and terms of reference of said group as detailed in the Appendix; and
 - (B) that, where relevant, specialist advice would be sought by the Working Group.

9. Reports by Director of Finance.

(1) Financial update noted.

There was submitted a report by the Director of Finance which informed the Board of the anticipated outturn for 2012/13 and the distribution of financial monitoring reports.

After consideration the Board noted the

- (a) anticipated outturn and the contribution made to the Cultural Programme in 2012/13; and
- (b) schedule for the future distribution of financial monitoring reports.

(2) Risk Register noted.

There was submitted a report by the Director of Finance regarding the outcomes from the review of the risk register carried out in May 2013.

After consideration the Board noted the content of the report in relation to the risks to the Company at 4 June 2013, and that the full risk register would go to the Audit Committee in August 2013.

10. Report by Director of Sport and Special Projects.

(1) Capital Programme update noted.

There was submitted a report by the Director of Sport and Special Projects which informed the Board of progress on projects included in the Capital Programme.

The Board were advised that

- (a) Tollcross International Swimming Centre had reopened to the public on 24 May 2013, and that construction of the further extension at the north east gable wall (Phase 2) was due to start in June 2013, with completion expected by the end of 2013;
- (b) in relation to Kelvingrove Lawn Bowls Centre, that Green 5 had been assessed and the consultant had reported that remediation works had been successful with the green now fit for limited play, and that Kelvingrove would host an Eight Nations Invitational in August 2013 where all six greens would be utilised;
- (c) with regard to the National Hockey Centre, that Glasgow City Council's Executive Committee had agreed the lease of the upper office floor to Scottish Hockey in May, with an expected move-in date at the end of July, and the building/pitch was expected to be handed over to Glasgow Life in mid-June with the public opening scheduled for mid-July;
- (d) Scotstoun Leisure Centre's squash courts had hosted their first event, the Junior Scottish Inter-Area Championships in April with over 160 competitors. Some minor issues with finishes and moveable walls had been reported and are being progressed by City Building Glasgow;
- (e) works were underway at Glasgow Royal Concert Hall as part of the project to create a new home for the Royal Scottish National Orchestra, as well as provide enhanced facilities for Glasgow Life. Although there had been some unforeseen issues relating to the retail units works, the project remained scheduled to complete in June 2014; and
- (f) Glasgow City Council would consider a report on 27 June with regard to proposals for the Kelvin Hall which would update on current proposals and costs and seek approval for an enabling works contract for the initial phase of works, and that the Stage 2 HLF bid would be submitted on 13 June 2013.

After consideration the Board noted the progress of projects included in the Capital Programme.

11. Meeting dates for 2014 noted and agreed.

There was submitted a report informing the Board of meeting dates for the remainder of 2013 and proposing a programme of Board meetings for 2014.

After consideration the Board noted and agreed the future Board meeting dates as detailed below:

2013

- Tuesday 3 September
- Tuesday 26 November

2014

- Wednesday 29 January
- Wednesday 26 March
- Wednesday 18 June
- Wednesday 3 September
- Wednesday 26 November

12. **AOCB.**

There being no further the business the Chair drew the meeting to a close.

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Chair

APPENDIX

SPOILIATION, RETURN OR REPATRIATION OF ARTEFACTS WORKING GROUP MEMBERSHIP AND TERMS OF REFERENCE

1. Purpose

- 1.1 The Working Group's purpose is to consider the report and provisional recommendation(s) of Glasgow Life's Internal Panel ("the Internal Panel") and to make recommendations to the Board in relation to any requests received.

2. Terms of Reference

- 2.1 The Working Group shall consider all requests for the repatriation of artefacts or human remains and make its recommendation(s) on the basis of the following criteria:-

- (a) the status of those making the request;
- (b) the continuity between the community from which the object derives and those on whose behalf the request is being made;
- (c) the cultural, religious and personal importance of the object to those making the request;
- (d) how the object was acquired as part of the Collection and its subsequent and future use; and
- (e) the fate of the object if returned.

- 2.2 In considering any request for the repatriation of artefacts or human remains the Working Group shall:-

- (a) consider the report and provisional recommendation(s) made by the Internal Panel;
- (b) make such factual and legal inquiries as the Working Group consider appropriate to assess the request as comprehensively as possible;
- (c) assess all information and material submitted by or on behalf of those making the request;
- (d) consider any information regarding other potential claimants of the artefact or remains;
- (e) consider the circumstances in which those making the request were deprived of the object;
- (f) take account of any relevant statutory provisions, including any restrictions on the power of disposal;

- (g) take account of the terms of any trust instrument or other agreement regulating the powers and duties, including any restrictions on the power of disposal;
 - (h) consider any other legal issues affecting the request; and
 - (i) prepare and submit to the Board its recommendation(s) in a written report, detailing the reasons for the Working Group's recommendation(s).
- 2.3 If the Working Group's recommendation to the Board is that the request should be upheld, it may propose:-
- (a) the return of the object to those making the request; or
 - (b) an ex-gratia payment to those making the request.
- 2.4 Insofar as any request being considered by the Working Group relates to an object which is alleged to have been the subject of spoliation, the Working Group will perform its functions and conduct its proceedings in strictest confidence. The Working Group's "proceedings" included all its dealings in respect of a claim, whether written or oral.

3. Membership

- 3.1 It is proposed that the membership of the Working Group be established with a membership of 7 as detailed below:-

Chair of the Board of Glasgow Life
Head of Museums and Collections
Senior Museums Manager (Collections and Content Development)
Collections Manager
Curator (knowledge of artefact in question)
Legal Manager, Glasgow Life
Executive Legal Manager, Glasgow City Council

- 3.2 In addition to the above it is further proposed that, where relevant, specialist advice would be sought by the Working Group, and an expert adviser co-opted to the Working Group, as appropriate.