

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held remotely and in Meeting Room, Central Library, Dundee, on 27<sup>th</sup> September, 2023.

Present:

Will DAWSON  
Sue MOODY  
Stuart CROSS

Judy DOBBIE  
George LAIDLAW  
Lynne SHORT

Anna DAY (R)  
Robert EMMOTT (R)

Also Present:

Paul HENEHAN, Head of Corporate Services  
John MCCAFFERTY, Interim Head of Development (for items 1 to II)  
Fraser CALDERWOOD, Olympia Manager (for items 1 to II)  
Greg COLGAN, Chief Executive, Dundee City Council (for items I to III)

Apologies for absence had been intimated from Moira METHVEN, Charlie MALONE, Nasreen MOHAMMED, EMMA DONALDSON and Colin MCLEOD.

Will DAWSON, Depute Chairperson, in the Chair.

## **I WELCOME/DECLARATIONS OF INTEREST AND APOLOGIES**

The Chair welcomed those present to the meeting.

Standing Declaration of Interest: Judy Dobbie and Robert Emmott as employees of Dundee City Council.

Apologies were noted as above.

## **II OLYMPIA UPDATE**

The Interim Head of Business Development and Olympia Manager gave an update to members regarding the progress of works and opening date of Olympia.

The proposed handover of the building to Dundee City Council was on schedule, however there were additional works which had arisen during the project. A plan for access to the facility by staff and for decoration works was also being prepared.

Once Olympia reopened the current timetable in other facilities would be revisited, particularly for opening hours and displaced classes. Improvements would also be made to gym equipment provision and the installation of access barriers at the entrance will enhance the customer experience whilst also allowing attendances to be monitored more accurately.

The Board agreed that an early and effective publicity campaign would be required once the opening date was known, delivered in conjunction with Dundee City Council.

With regards to the promotion of membership packages, it was noted that a launch is to be held in January 2024. A communication plan had been developed and shared with Dundee City Council, and key stakeholders would be kept informed of all developments, at a local and national level.

Recruitment of staff was continuing and it was envisaged all would have completed relevant training and checks in the coming weeks. A query was raised regarding who would undertake essential cleaning duties of the facility prior to opening and it was agreed that Dundee City Council also be contacted in this regard. Furthermore, once the facility reopened it was noted that ongoing maintenance would continue to ensure that it remained fit for purpose. An annual closure for testing/maintenance would be reestablished, possibly in December 2024 onwards.

Tenders for the café franchise had been received and would be scrutinised, with a decision regarding this to be made shortly.

John and Fraser were thanked for their update and left the meeting at this point.

### **III DUNDEE CITY COUNCIL CHIEF EXECUTIVE**

Greg Colgan, Chief Executive of Dundee City Council, was welcomed to the meeting by the Board. Greg reported that both L&CD and Dundee City Council faced a challenging financial landscape in the future, which would affect services provided by L&CD on behalf of Dundee City Council. Different ways to improve efficiencies and maximise income were being explored, and contact was being made with Scottish Government to try and secure additional funding. Greg noted that the positive partnership working with Leisure & Culture Dundee and Dundee City Council was continuing.

The Board were given an opportunity to ask Greg questions and the following points were raised:

- The Managing Director's position on the Council Leadership Team gave L&CD an insight into the strategic direction of Dundee City Council.
- Future proofing of services was important but it needed to be recognised that capital spend/borrowing may not be possible due to lack of revenue.
- Sharing of services with partners collaborative working would be explored to maximise productivity and reduce expenditure.
- Tribute was paid to both organisations for their efforts post pandemic to ensure services were provided to the citizens of Dundee.
- Service Level Agreements would be inspected to ensure they met the requirements and expectations of both organisations.

Thereafter, Greg thanked to Board for the opportunity to engage with them, and for their efforts as volunteer trustees. Greg left the meeting at this point.

### **IV BOARD SUCCESSION**

- (i) Nominations for appointment to L&CD Chair

It was reported that Sue Moody was the sole nominee for the position of L&CD Chair and had accepted this nomination. The Board agreed that this appointment would be ratified at and effective from the date of the AGM.

- (ii) Trustee Recruitment – Update

The Managing Director advised eight applications for the position of Trustee had been received to date. Aspen People were continuing to support this process. .

- (iii) Appointment of Nominations Committee for Trustee Recruitment Process

The Managing Director outlined the process for the establishment for a Nominations Committee. It was envisaged that new trustees would be selected by the date of the Board AGM.

### **V PREVIOUS MINUTE**

- (i) Unapproved Minute of Leisure & Culture Dundee Board held on 26<sup>th</sup> July, 2023.

The above minute was submitted and approved as a correct record.

### **VI MATTERS ARISING**

- (i) L&CD Website and Branding

The Managing Director reported on progress with updates to website content. The branding was now consistent across all web pages and the new booking system for the Wildlife Centre was ready to be implemented.

ACTION: Paul Henehan

- (ii) East End Community Campus/365 Schools

The Managing Director reported that whilst the issue regarding access to Kirkton Library was yet to be resolved, other meetings regarding this venue remained positive. It was agreed that the access issues be raised again with City Development. It was noted that the Lead Architect for the East End Community Campus Project would be invited to a future meeting to give an overview of the plans for the new building.

ACTION: Judy Dobbie

## **VII LEISURE & CULTURE DUNDEE STRATEGIC PLAN – UPDATE**

The Managing Director reported that the present priorities were to respond to the current budgetary challenges using the strategic plan as a framework.

ACTION: Judy Dobbie

## **VIII FINANCE, PERFORMANCE AND BUSINESS DEVELOPMENT**

- (i) Unapproved Minute of Finance and Performance Committee Meeting of 18<sup>th</sup> July, 2023.

As the minute was unavailable, the Head of Corporate Services gave members a brief update.

It was reported that with regards to Q1, there had been a net deficit of £114,368, with trading income below the base income budget with the projected financial position for the full year currently being a deficit of £182k which relates to savings not currently confirmed as being achieved in the current financial year. With regards to the 2024/25 budget, it was noted that the financial position remained unchanged, with a likelihood of a deficit of approximately £850k plus potentially an additional £500k in respect of a budgeted 3.5% pay award.

The Board noted the position.

- (ii) Confidential Item - Feedback from Board Savings and Efficiencies Workshop

## **IX HR & EQUALITIES**

- (i) Unapproved Minute of HR & Equalities Committee Meeting of 20<sup>th</sup> September, 2023

As the minute was unavailable, the Chair of the HR & Equalities Committee gave members a brief update. The Hybrid working model was now complete, the review of L&CD clerical and administrative functions would be considered at the next meeting.

The Modernisation of the Workforce report had been approved. This report sought approval for the VER and Flexible Retirement schemes, and would be submitted to the Board in due course.

## **X HEALTH & SAFETY AND PROPERTY**

- (i) Unapproved Minute of L&CD Health & Safety and Property Committee Meeting 24<sup>th</sup> August, 2023

As the minute was unavailable, the Chair of the Health Safety and Property Committee gave members a brief update.

A query had been raised with Dundee City Council regarding the further capital works required at Lochee Swim and Leisure Centre and Camperdown Wildlife Centre, and the Managing Director had been advised that there was no budget available for these works. It was agreed that further discussions be held regarding this.

It was noted that discussions were ongoing to ensure that McManus complied with necessary national security arrangements.

The Board also agreed that £30k be set aside from unrestricted reserves for the purchase of new furniture for the reopening of the café at Olympia as the current furniture was no longer in presentable condition.

ACTION: Paul Henehan

## **XI      AUDIT, RISK AND COMPLIANCE COMMITTEE**

The Chair of the Audit, Risk and Compliance Committee gave members a brief update.

It was noted that the Pentana system was being used for the Risk Register which would provide more robust information with regards to risk and performance. The Letter of Comfort provided by Dundee City Council would underwrite loss of income up to 31<sup>st</sup> March 2024.

## **XII      AOCB**

- (i)      Attendance at meetings

It was agreed that going forward, members who were attending remotely be noted in the sederunt as such. Trustees were encouraged to attend meetings in person where this was possible.

## **XIII      DATES OF FUTURE MEETINGS**

- (i)      Special Joint Board/Finance and Performance Committee

Wednesday 1<sup>st</sup> November, 2023 at 2:00pm, Conference Room, Level 2, Central Library

(It was noted that the meeting to discuss the Budget may have to be scheduled for an earlier date to ensure that all approvals could be given timeously.)

Will DAWSON, Depute Chair.