

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD (Post 12th AGM)** held as a hybrid meeting remotely and in Meeting Room, Central Library, Dundee, on 11th December, 2023.

Present:

Sue MOODY
Will DAWSON
George LAIDLAW

David DORWARD
Judy DOBBIE
Emma DONALDSON

Steve GRIMMOND
Nasreen MOHAMMED
Robert EMMOTT

Also Present:

Paul HENEHAN, Head of Corporate Services
Kris BRYCE, Future Board member

Apologies for absence had been intimated from Anna DAY, Colin MCLEOD, Charlie MALONE and Lynne SHORT.

Sue MOODY, Chairperson, in the Chair.

I WELCOME/DECLARATIONS OF INTEREST AND APOLOGIES

The Chair welcomed those present to the meeting, in particular to David Dorward and Steve Grimmond who were attending their first meeting as Board members, and also to Kris Bryce who would be appointed as a Board member after the resignation of George Laidlaw had taken effect.

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

Apologies were noted as above.

II ELECTION OF OFFICE BEARERS

(i) L&CD Chair

Reference was made to Item IV (i) of the Minute of the Board of Leisure & Culture Dundee Meeting held on 27th September 2023 and, accordingly, the Board welcomed Sue Moody as the new Chair, with immediate effect.

(ii) L&CD Vice-Chair

Reference was made to Item II of the Twelfth AGM of Leisure & Culture Dundee held on 11th December, 2023, in respect of Will Dawson, and approval was given for the reappointment of Will Dawson to the position of Vice Chair for a further year.

III PREVIOUS MINUTE

(i) Unapproved Minute of Leisure & Culture Dundee Board held on 29th November, 2023.

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

IV MATTERS ARISING

(i) Media Relations

It was noted that the Code of Conduct for Trustees had been recirculated, with guidance regarding press contact particularly highlighted. It was agreed that training sessions were to be arranged as a priority in the new year covering the role of Trustees and the Code of Conduct.

ACTION: Judy Dobbie

(ii) 365 Schools

The Managing Director advised that work was continuing with staff from Leisure & Culture Dundee, in partnership with Dundee City Council, to ensure a smooth transition when facilities were relocated. The closure of Kirkton Community Centre was scheduled to take place in December 2024, and it was noted that there was still concern about how public access to school facilities would operate. #

It was agreed that Leisure & Culture Dundee would implement a consultation process with Library customers to establish any concerns and look for resolution.

The East End Community Campus Project was ongoing, and it was noted that Leisure & Culture Dundee had representation on this. The Board agreed it would be advantageous to have a presentation from the architects leading on this facility, to be arranged for early 2024.

ACTION: Judy Dobbie

(iii) Caird Park Golf

The Managing Director advised that a further update would be given regarding this at a future Board meeting.

V FINANCE, PERFORMANCE AND BUSINESS DEVELOPMENT**(i) Confidential Item – Leisure & Culture Dundee Revenue Budget 2024/25**

A verbal update was given by the Head of Corporate Services updating the Board on the current financial position of the organisation for financial year 2024/25 and the level of required savings to achieve a balanced budget. It was noted that proposals would be submitted to DCC before the festive break for their consideration, and that it may be necessary for a further Budget session to be held for the Board.

The Board noted the position.

ACTION: Paul Henehan

VI HEALTH & SAFETY AND PROPERTY

(i) A verbal update was provided by the Chair of the L&CD Health & Safety and Property Committee from the meeting held on 8th December 2023

(ii) Olympia Update

It was reported that club swimming would resume on 11th December, 2023 with a full facility re-opening planned for 18th December 2023. A review of the programming of the facility would result in a 50% increase in public swimming sessions. It was noted that there was a planned approach to the release of media information and a consultation was on-going with current LeisureActive members.

(iii) Capital Projects

It was agreed that key Capital Project proposals should include upgrades at the Wildlife Centre and Turnstiles at Lochee Leisure Centre. Further projects would be considered by the Finance and Performance Committee and would be reported back to the Board for progression and approval at an appropriate date.

ACTION: Judy Dobbie/Paul Henehan

VII AUDIT, RISK AND COMPLIANCE COMMITTEE

(i) Proposed amendment to Committee Terms of Reference

Proposed amendments to the Terms of Reference were tabled and agreed by the Board. An amended version of the Terms of Reference would be included in agenda documentation at the next Board meeting.

(ii) **Review of Service Level Agreements**

It was noted that the next Audit, Risk and Compliance Committee would discuss the review of Service Level Agreements.

(iii) **Committee Structure and Membership**

The item was deferred, noting that each Board member was expected to be a member of at least one of the Committees.

(iv) **Risk Management**

The Head of Corporate Services advised that prior to the next scheduled Board meeting, a session will be held to update outstanding elements of risk management.

(v) **Trustee Induction/Training**

It was noted that a session would be held on the Role of Trustees in early 2024. Induction training would also be held for new members.

VIII DATES OF FUTURE MEETINGS

(i) **Meeting Schedule for 2024**

It was noted that this would be circulated in due course.

Sue MOODY, Chair.