

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held as a hybrid meeting remotely and in Meeting Room, Central Library, Dundee, on 31st January 2024.

Present:

Sue MOODY	David DORWARD	Steve GRIMMOND
Will DAWSON (Remote)	Judy DOBBIE	Nasreen MOHAMMED (Remote)
George LAIDLAW	Emma DONALDSON	Robert EMMOTT
Lynne SHORT		

Also Present:

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

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

Sue MOODY, 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 PREVIOUS MINUTES

- (i) Unapproved Minutes of Pre-AGM Meeting and Post AGM Meeting of Leisure & Culture Dundee Board both held on Monday, 11 December 2023

The above minutes were submitted and approved noting that the minute of the AGM would require to be amended to reflect the clause numbers noted at Point II of the Pre-AGM Board Meeting and not those contained in the resolutions presented at the AGM.

III MATTERS ARISING

- (i) **365 Schools**

The Managing Director advised that the proposed closure of Kirkton Community Centre was now subject to Judicial Review therefore further updates were unavailable.

The East End Community Campus Project was ongoing, and it was noted that Leisure & Culture Dundee had representation on this and that a presentation from the architects leading on this facility will be given to the Board at a future date. Further consultation with stakeholders and the community was to be carried out by Dundee City Council (DCC), and the completion date of August 2025 remained.

Board members stressed the importance of ensuring the remit and vision of Leisure & Culture Dundee was being met in relation to the design and management of any new facilities, and that the communities mostly closely affected were fully consulted. It was noted that a review of the Service Agreement with Dundee City Council would be the main focus of the Audit and Risk Committee (ARC) this year, with L&CD seeking to ensure an appropriate balance between the provision of services, management of facilities and generation of income.

ACTION: Judy Dobbie

IV LEISURE ACTIVE DEVELOPMENT BRIEFING

A report was submitted by John McCafferty, Interim Head of Development, Leisure and Sport, giving details of the new approach to membership, which aimed to increase access to Leisure and Sport facilities and activities through the introduction of a membership scheme that meets the needs of all citizens of Dundee.

It was hoped that the introduction of the new Leisureactive membership offer could be achieved by 1st May 2024 with a full report to be submitted to the Board before the new offer is launched.

ACTION: John McCafferty

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 were being considered by Dundee City Council after which a report would be submitted to the Board for their consideration. It was agreed that any further queries from Board members should be raised with the Head of Corporate Services directly.

ACTION: Paul Henehan

(ii) Capital Projects – Update

The Managing Director indicated that key Capital Project proposals would be considered by the Finance and Performance Committee and would be reported back to the Board for progression and approval and in line with DCC's timescales for submission. It was further agreed that the existing report highlighting Capital Projects would be circulated to members.

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

The unapproved minute was submitted and noted.

An update was given to members regarding the ongoing legal issue at Ancrum Outdoor Centre.

(ii) Olympia Update

The Managing Director advised that despite challenges faced during the re-opening, customer feedback had been very positive. The Board agreed that thanks be extended to the Olympia management and all staff within the facility for their assistance and hard work, particularly over the re-opening period.

ACTION: Judy Dobbie/Paul Henehan

VII AUDIT, RISK AND COMPLIANCE COMMITTEE

(i) Committee Remits and Memberships

The Board noted the updated remit/membership of the undernoted Committees:

- Audit Risk and Compliance – Chair- Colin McLeod, member David Dorward (Sue Moody to attend)

- Health Safety and Property – Chair - Will Dawson
- Finance and Performance – Chair – Emma Donaldson, members - Kris Bryce, David Dorward
- HR & Equalities – Chair – Steve Grimmond, members – Nasreen Mohammed, Lynne Short

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) Trustee Induction Training

The Managing Director advised that this was ongoing.

(iii) L&CD Trustee Annual Review Process

The Annual Review process was noted by the Board.

(iv) L&CD/DCC Annual Review Meeting

The Managing Director advised that a meeting with the Chief Executive of DCC was currently being arranged.

(v) L&CD Trustee – IT/Communication Platform

It was noted that this was being progressed, with further information to be provided when available.

(vi) Audit Report on L&CD Governance 2021 – Verbal update on Action Plan

The Managing Director advised that all the Report's recommendations had been implemented, with the exception of the review of the Service Agreement and Service level Agreements with DCC, and that the Report and accompanying Action Plan were available within the Trustee Induction Pack.

VIII STRATEGIC PLANNING UPDATE

The Managing Director advised that a report would be submitted shortly.

IX CULTURAL SERVICES UPDATE – AGENDA NOTE

The Board was advised that The McManus: Dundee's Art Gallery and Museum, Broughty Castle Museum and Mills Observatory had been invited by Museums Galleries Scotland via The Arts Council England to resubmit its Museum Accreditation Return by the beginning of June 2024. The Accreditation scheme sets out nationally agreed standards of good practice and enables museums to assess their current performance, as well as supporting them to plan and develop their services. It covers three broad areas of museum activity: organisational health; collections; and users and their experiences. Museum Accreditation was a good benchmarking exercise and was an essential requirement for many national funding bodies and would allow Leisure & Culture Dundee to participate in national loans. An action plan was in place to draw together the submission noting that there was a substantial amount of work to do this among other commitments. Some policies would require Board approval therefore this note was to notify the Board that the following policies would be submitted for approval: -

- Forward/Business Plan (flexible on how long it covered, but at least current and subsequent year)
- Collections Development Policy (might need approval by Board and collection owner – DCC)
- Documentation Policy

- Collections Care and Conservation Policy
- Access Policy – Some areas would require additional one-off spends to buy in specialty advice and reports, likely to be security reports (£3,200 + VAT) and access reports (quote awaited but likely to be £3,000+).

The Board noted the position.

X DATES OF FUTURE MEETINGS

(i) Date of Next Meeting

Wednesday, 27 March 2024 in the Conference Room, Level 2, Central Library 12.00 noon
Charity Trustee Information Workshop (details to follow) With working lunch 2.00 pm Board
Business Meeting

(ii) Meeting Schedule for 2024

This was submitted and noted by the Board.

Sue MOODY, Chair.