

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held as a hybrid meeting remotely and in Meeting Room, Central Library, Dundee, on 27<sup>th</sup> March 2024.

Present:

Sue MOODY  
Will DAWSON  
Kris BRYCE

David DORWARD  
Judy DOBBIE  
Colin MCLEOD

Lynne SHORT R  
Nasreen MOHAMMED R  
Robert EMMOTT

Also Present:

Paul HENEHAN, Head of Corporate Services

Apologies for absence had been intimated from Emma Donaldson, Steve Grimmond 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 OLYMPIA UPDATE**

Fraser Calderwood, Olympia Manager, gave an update to members regarding current ongoing issues at Olympia. The Board noted that members had every confidence in Fraser and his team. The Managing Director advised that daily meetings were being held with the Chief Executive of Dundee City Council and senior officers from City Development.

Thereafter Fraser was thanked for his input, and it was agreed that further discussion be held on this matter later in the meeting (see item VII).

## **III PREVIOUS MINUTES**

### **(i) Minute of meeting of Leisure & Culture Dundee Board of 31<sup>st</sup> January 2024**

The above minute was submitted and approved. It was noted that an updated list of Committee membership would be circulated to all members, along with the updated Terms of Reference.

## **IV MATTERS ARISING**

### **(i) LeisureActive Membership**

The Board noted that a proposal regarding new tiers of membership and charges would be submitted to the next Board meeting for their comment and approval.

### **(ii) 365 Schools**

The Managing Director advised Duncan Myers, Project Architect, was to be invited to a future Board meeting to give a presentation on current plans for the East End Community Campus (EECC).

The Board noted that a sub-group, on which L&CD is represented, had been established to consider shared areas of the new facility including the reception desk and library.

ACTION: Judy Dobbie

## V SUCCESSION PLANNING

The Chair advised members that currently a Nominations Committee appointed new independent trustees, subject to appointment by Dundee City Council, as guided by the Nominations Committee.

By the end of this year there will be two vacancies for Board members (Anna Day was to take up post shortly as Head of Libraries and Cultural Services and \*Nasreen Mohammed's term of office was coming to an end in November 2024) and approval was sought from the Board to have a recruitment exercise for both members concurrently. [*\*Subsequent to this meeting it has been confirmed that Nasreen Mohammed's term of office comes to an end in November 2025 under Clause 67.1 of the Constitution.*]

The Board approved accordingly, noting that wider representation of the community would be desirable when considering the appointment of new Board members and in other ways. ARC was asked to consider how this might best be done. An update of the skills matrix would assist with this process.

ACTION: Judy Dobbie; Colin MacLeod

## VI FINANCE, PERFORMANCE AND BUSINESS DEVELOPMENT

### (i) Unapproved Minute of Meeting held on 28 February 2024

The Unapproved Minute of Meeting held on 28 February 2024 was submitted and noted.

### (ii) 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. DCC would continue to provide specific support until 30 June 2024 reflecting issues arising from COVID and other unforeseen impacts on L&CD's finances.

The Board noted the position, noting that the Head of Corporate Services would discuss suggestions regarding fundraising with the Head of Libraries and Cultural Services once they were in post.

ACTION: Paul Henehan

### (iii) Dundee City Council City Governance Report 71-2024: Consultation Process: Leisure and Culture Services

The Managing Director advised that the abovementioned report had been approved by Dundee City Council on 29<sup>th</sup> February 2024. Its purpose was to consult on proposals to change the services provided by Leisure and Culture Dundee, in particular for Caird Park golf provision, Broughty Castle Museum and Mills Observatory. The Board noted that the consultation exercise would focus on services rather than the facility they were being delivered from.

### (iv) Confidential Report L&CD 05-2024: Leisure & Culture Dundee Capital Projects 2024-25

The Managing Director submitted Report 05-2024 seeking Board approval for capital projects. The Board approved the projects within the report for presentation to Dundee City Council as the Leisure & Culture Dundee Capital Project priorities for 2024-25. It was noted that these projects might run over more than one financial year and were dependent on allocation of DCC capital funds.

## VII 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 22<sup>nd</sup> March 2024.

**(ii) Olympia Update**

The Board considered the position in light of the update given by the Olympia Manager. It was noted that the daily discussions being held between the Chief Executive, City Development and the Managing Director were positive.

The Board agreed that a letter be written to Chief Executive by the Chair noting that they were reassured by the regular meetings which were taking place and seeking clarity on the joint position regarding future opening.

**(iii) Caird Hall Steps**

The Chair of the L&CD Health & Safety and Property Committee advised that Neighbourhood Services were to resume bi-annual cleaning of the Caird Hall steps, and options were being looked at by DCC City Development in relation to solutions to the handrail access being blocked by the advertising boards. It was noted that the issue of the liability of trustees for Health and Safety matters needed to be clarified. It was agreed that this should be remitted to the Audit, Risk and Compliance Committee.

ACTION: Paul Henehan; Colin McLeod

**VIII AUDIT, RISK AND COMPLIANCE COMMITTEE****(i) Unapproved Minute of Meeting held on 13th February 2024**

The unapproved minute of 13<sup>th</sup> February 2024 was submitted and noted.

**(ii) Service Level Agreements and Service Agreement with DCC**

The Chair of the Audit, Risk and Compliance Committee advised that a review of these documents was ongoing, and it had been agreed that each SLA would be submitted to its relevant sub-committee for consideration. This was likely to be a lengthy task but very necessary.

**(iii) L&CD/DCC Annual Review Meeting**

The Chair advised that this was likely to be held in May 2024, and it was proposed that the Chair of the Audit, Risk and Compliance Committee attend this meeting also.

The Board agreed accordingly.

**(iv) L&CD Trustee Annual Review Process**

The Chair of the Audit, Risk and Compliance Committee advised that these would be undertaken for Board members who had been appointed for over a year and would likely be held in May 2024. The Chair and Vice-Chair would hold them jointly and the Managing Director would attend for some of the time.

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

The Head of Corporate Services gave an explanation to members of the change the IT/Communication Platform. It was noted that there was now a Teams channel for each of the committees and documentation could now be accessed here.

**IX STRATEGIC PLANNING UPDATE**

The Managing Director advised that a report would be submitted to the next Board meeting.

## **X CULTURAL SERVICES POLICY DOCUMENTS**

Reference was made to Item IX of the minute of the L&CD Board meeting held on 31 January 2024 where it was agreed that the undernoted policy documents be reviewed and presented to the Board for approval.

Accordingly, the following reports were presented by the Managing Director for approval: -

- Report L&CD 01-2024: Cultural Services – Collections Development Policy
- Report L&CD 02-2024: Cultural Services – Collection Care and Conservation Policy
- Report L&CD 03-2024: Cultural Services – Documentation Policy
- Report L&CD 04-2024: Cultural Services – Access Policy

The Board approved the Policies as detailed.

## **XI DUNDEE FESTIVAL TRUST**

The Managing Director gave a brief overview of the Dundee Festival Trust, noting that it was operated under the auspices of Leisure & Culture Dundee, with membership coming from staff and Board members.

Prior to Covid 19 consideration was being given to dissolving this Trust due to its modest funding. However, given the resurgence of appetite in the city to support activities to promote culture, both at officer and elected member level, it was agreed that the Trust continue. Background information on the Trust would be made available.

## **XII DATES OF FUTURE MEETINGS**

- (i) Date of Next Meeting Wednesday 29 May 2024 at 2.00 pm in the Conference Room, Level 2, Central Library DCC Presentation and Discussion on East End Community Campus Project (tbc)
- (ii) **Meetings in 2024**
  - Wednesday 31 July 2024 at 2.00 pm in the Conference Room, Central Library
  - Wednesday 2 October 2024 at 2.00 pm in the Conference Room, Central Library
  - Wednesday 20 November 2024 at 2.00 pm in the Conference Room, Central Library
  - 13th AGM – Wednesday 27 November 2024 at 1.00 pm in the Conference Room, Central Library
  - Post AGM Board Meeting – Wednesday 27 November 2024 immediately following the 13th AGM

Sue MOODY, Chair.