

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held as a hybrid meeting remotely and in Meeting Room, Central Library, Dundee, on 29th May, 2024.

Present: (**R** – joined remotely)

Sue MOODY
Colin MCLEOD R
Will DAWSON
Kris BRYCE

Emma DONALDSON R
Steve GRIMMOND
Judy DOBBIE

Charlie MALONE
Robert EMMOTT
Nasreen MOHAMMED R

Also Present:

Paul HENEHAN, Head of Corporate Services
Gordon LAIDLAW, Children and Families Services (Article II only)
Duncan MYRES, City Development (Article II only)

Apologies for absence had been intimated from Cllr Lynne Short and David Dorward.

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 (DCC).

Apologies were noted as above.

II DCC PRESENTATION AND DISCUSSION ON EAST END COMMUNITY CAMPUS (EECC)

Duncan Myers, Senior Project Manager, DCC City Development and Gordon Laidlaw, Education Officer, DCC Children and Families Services gave a presentation to members on the EECC.

A brief overview of the EECC was given, with key elements of the new facility outlined. It was noted that building works were on schedule, with completion estimated to be June 2025. The new facility was designed to not look like a traditional school, and many aspects of it were capable of being accessed without entering the school. Public elements included 3G pitches, library, games halls, dance studios, fitness suite, auditorium and a community garden.

It was acknowledged that there were still elements to be clarified relating to community use of the facility.

Consultation processes were likely to commence in October 2024.

Thereafter the Chair thanked Duncan and Gordon for their presentation on behalf of the Board, and it was agreed that should members have any additional queries that these be forwarded to the Managing Director or Duncan Myers directly.

III PREVIOUS MINUTES

- (i) Minute of meeting of Leisure & Culture Dundee Board of 27th March, 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 FROM THE MINUTE OF MEETING HELD ON 27TH MARCH, 2024

(i) Trustee Liability

The Board were advised that DCC insurance provided coverage and that a copy of the relevant documentation would be available on request.

(ii) Update on Trustee's Term of Office

The Managing Director advised the Board that, on further scrutiny, it was noted that Nasreen's term as a Trustee was scheduled to last until the AGM in 2025, therefore only one independent Trustee post is currently vacant. It was proposed that this be filled by a local recruitment exercise, informed by the findings of the skills matrix.

The Board agreed accordingly.

(iii) Olympia

The Managing Director reported that the works relating to the flumes and leisure pools had now been completed and all areas had now reopened.

It was further reported that the DCC City Governance Committee had agreed to hold an independent investigation into the closure of the Olympia, with a view to identifying the key issues and providing clear actions.

V FINANCE, PERFORMANCE AND BUSINESS DEVELOPMENT

(i) 2023/24 Financial Performance

The Head of Corporate Services advised that the final accounts would be finalised shortly. It was anticipated that, with existing financial support up until 30 June 2024 from DCC, this would be a break-even position.

- (ii) External Audit 2023/24
- Letter of Engagement
 - Audit Planning Report

The above noted documents were submitted for members information.

(iii) Consultation Process

The Managing Director reported that DCC were leading on the consultation, with involvement from L&CD officers. Drop-in events were being held across various facilities and a survey for each proposal was accessible online and in hard copy. The consultation process will end on 28 June.

(iv) 2025/26 Budget

The Head of Corporate Services advised that the budget-setting process for 2025/26 would commence shortly and include potential options for savings. It was envisaged that the first draft would be ready for Board consideration by August 2024 after which discussions would take place with DCC. It was noted that key to future budgets was the capacity to generate income. It was further noted that a strategy day incorporating a budget setting meeting was also to be arranged before the end of August so that outcomes could inform the Board's submissions to DCC.

(v) Capital Projects

It was noted that projects including improvement measures at Camperdown Wildlife Centre, inflatable equipment at Olympia, and turnstiles at Lochee Swim and Leisure Centre were being progressed with City Development.

VI HEALTH & SAFETY AND PROPERTY

- (i) Unapproved Minute of L&CD Health Safety and Property Committee held on 22nd March 2024.

The above minute was submitted and noted. It was acknowledged that significant issues arising from this committee would be highlighted and elevated to Board level.

VII AUDIT, RISK AND COMPLIANCE COMMITTEE

- (i) Verbal Update following postponement of meeting of 7th May, 2024

The Chair of the Audit Risk and Compliance (ARC) Committee reported that this meeting had been postponed and an alternative date was being rearranged.

- (ii) Service Level Agreements (SLAs) and Service Agreement (SA) with DCC

The Chair of ARC advised documentation was to be reviewed by DCC with input from officers within L&CD. Progress on this will be reported to ARC. It was noted that examples of Memoranda of Understanding from similar bodies will be sought to inform the process.

- (iii) L&CD/DCC Annual Review Meeting – Tuesday 21st May, 2024

The Chair reported that this had been a very positive meeting which had considered various challenges, such as budgetary pressures, the forthcoming DCC led review of libraries and potential income streams. The need for clarity of performance data was highlighted, including the methodology of identifying health and well-being benefits of services provided.

DCC Chief Executive had suggested that a further meeting later in the year would be helpful.

- (iv) L&CD Trustees - Annual Review Meetings and Exit Interviews

The Chair advised that all exit interviews were complete, and most Annual Review meetings had been completed. Feedback from these meetings would be used as the basis of a questionnaire for Trustees, the results of which would inform how Board matters were conducted going forward.

VIII HR AND EQUALITIES COMMITTEE

- (i) Unapproved Minute of L&CD HR and Equalities Committee held on 22nd March 2024.

The above minute was submitted and noted.

IX CULTURAL SERVICES – FORWARD PLAN 2024/25

There was submitted Report Number L&CD 07-2024 by the Managing Director seeking approval for The Cultural Services Museums and Galleries Forward Plan 2024-2026.

The Board approved the plan which was required for the submission of the Museum Accreditation application due by 7 June 2024.

X DUNDEE FESTIVAL TRUST

The Managing Director advised that the Dundee Cultural Partnership Group had been asked for volunteers to serve as Trustees on Dundee Festival Trust, alongside representatives from Leisure & Culture Dundee. This matter is on-going.

XI AOCB

- i) Homestart Project

The Chair advised that she had attended a very positive and enjoyable messy play session facilitated by the Creative Learning Team at The McManus, in partnership with Homestart. This was one of a series of events to promote the Seriously Social Campaign.

XII DATES OF FUTURE MEETINGS

(i) Date of Next Meeting

Wednesday 31st July 2024 at 2.00 pm in the Conference Room, Level 2, Central Library (venue tbc)

(ii) Meetings in 2024

- 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

It was noted that a Budget setting meeting was also to be arranged.

Sue MOODY, Chair.