

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

Present:

Sue MOODY	David DORWARD	Steve GRIMMOND
Will DAWSON	Judy DOBBIE	Nasreen MOHAMMED
Kris BRYCE	Kevin KEENAN	Robert EMMOTT
Colin MCLEOD		

Also Present:

Paul HENEHAN, Head of Corporate Services
Anna DAY, Head of Libraries and Cultural Services
Scott URQUHART, Head of Sports, Leisure and Physical Activity

Apologies for absence had been intimated from Ken Lynn.

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 ELECTION OF OFFICE BEARERS

(i) L&CD Chair

The Board agreed that Sue Moody continue in her role as Chair.

(ii) L&CD Vice-Chair

Reference was made to the reappointment of Will Dawson as an elected member trustee at the AGM on 11th December 2023. Approval was given by the Board to his reappointment as Vice Chair for a further year up to November 2025.

III PREVIOUS MINUTE

(i) Unapproved Minute of Leisure & Culture Dundee Board held on 2nd October 2024.

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

(ii) Unapproved Minute of Leisure & Culture Dundee Board held on 20th November, 2024.

It was noted that this minute would be submitted to the next Board meeting.

IV MATTERS ARISING

(i) LeisureActive Membership – Recording of Agreement

The Chair advised that following the recirculation of the amended LeisureActive membership report, the Board had agreed its content and ratified the recommendations including the changes to charges.

(ii) Rotation of Board Venues and Facility Tours

The Chair reported that the Managing Director had considered the various venues available for Board meetings and advised that only the meeting rooms in RPCD, Caird Hall and McManus were suitable to hold hybrid Board meetings. It was noted that McManus could be the venue for the next Board meeting and that this would be confirmed in due course.

With regards to a touring of facilities, a tour of key facilities would be arranged for Board members in 2025.

ACTION: Judy Dobbie

(iii) Trustee Induction

The Managing Director advised that an updated induction would be given to new Board members in the March 2025. A mentor system was under consideration, which would enable new members to have both support and also knowledge of all the areas of L&CD.

ACTION: Judy Dobbie

(iv) Calendar of Events

The Chair advised that going forward a diary of key events in the L&CD calendar would be kept enabling Board members to plan for attendance at these.

ACTION: Judy Dobbie

V FESTIVE OPENING HOURS

There was submitted Report L&CD15-2024 by the Head of Corporate Services informing the Board of the festive season opening/closing times 2024/25.

The Board noted the information contained within the report.

VI FINANCE, PERFORMANCE AND BUSINESS DEVELOPMENT

(i) Q2 2024-25 Monitoring Summary Report

A verbal update was given by the Head of Corporate Services. It was noted that there was a projected deficit of £701k, largely due to the pay award, loss of income from Olympia and utilities costs at RPCD. Discussions were ongoing with Dundee City Council to establish if financial assistance could be given to alleviate the impact of the loss of income at Olympia.

Discussion then followed regarding the costs projected for RCPD with Board members agreeing that this needed to be addressed as this was unsustainable. It was agreed that this would be further investigated, with support from the Chairs of Finance and Performance and H&S and Property Committees. Furthermore, the Chair would also raise this with the Chief Executive at the meeting scheduled for 4th December 2024.

ACTION: David Dorward/Will Dawson/ Sue Moody

(ii) Minute of Finance and Performance Committee held on 13 November 2024

The unapproved minute of the Finance and Performance Committee held on 13 November 2024 was submitted and noted. The Chair noted that it was the Audit Risk and Compliance Committee who should be making recommendations to the Board regarding the approval of annual accounts, and that going forward this procedure would be followed accordingly. It was also noted that the Finance and Performance Committee would have sight of these accounts to ensure that they were financially accurate.

(iii) Chair of Finance and Performance Committee

With the resignation of Emma Donaldson, approval was sought for David Dorward to be appointed to the position of Chair of this Committee with immediate effect.

The Board agreed to this proposal accordingly.

(iv) Confidential – Leisure & Culture Dundee Budget 2025 Update

The Head of Support Services gave the Board an update regarding ongoing actions following the Special Budget Meeting of 20th November 2024.

The Board noted ongoing work that officers were working on to achieve a balanced budget in 2025/6.

VII HEALTH & SAFETY AND PROPERTY

(i) Verbal Update from Chair – Next Meeting scheduled for Friday, 13 December 2024

The Chair advised that the next meeting was scheduled for Friday 13 December 2024.

(ii) Olympia Update

The Board Chair voiced concerns regarding ongoing issues at Olympia. It was noted that assurances had been sought from City Development regarding this. Furthermore, the Olympia Review which had now commenced would help to inform ongoing concerns regarding this facility.

The Head of Sports, Leisure and Physical Activity advised the Board that progress was being made with City Development regarding the Olympia Action Plan, particularly during the current partial closure period for maintenance. A consultant had been appointed to look at procedures and training requirements of staff, particularly for the plant room, with any recommendations to be fed back to City Development.

The Chair of the Health Safety and Property Committee noted the only other issue was the use of Underground Garage at Caird Hall events, but that a full update would be given at the next meeting.

ACTION: Will Dawson

VIII HR & EQUALITIES COMMITTEE

(i) Minute of Meeting of L&CD HR & Equalities Committee held on 31 October 2024

The minute of meeting of the L&CD HR & Equalities Committee held on 31 October 2024 was submitted and noted. The Chair of the L&CD HR & Equalities Committee advised that the DCC consultations referred to were now complete and full consideration would be given by the Committee of the staffing implications for any of the decisions reached. With regards to sickness absence data, it had been agreed that further information on this was sought for the next meeting to ensure that this was being effectively managed. Consideration was also given to measures that were being pursued for Equality and Diversity and would be looked at in more detail at the next meeting.

ACTION: Judy Dobbie

IX AUDIT, RISK AND COMPLIANCE COMMITTEE

(i) Minute of the Meeting of the Audit, Risk and Compliance Committee held on 5th November 2024

The minute of meeting of the Audit, Risk and Compliance Committee of 5th November 2024 was submitted and noted. The Chair of Audit, Risk and Compliance Committee spoke to this item, and it was noted that preparation work had been undertaken for the meeting with the Chief Executive.

Discussion was also held regarding Trustee recruitment and training, and Strategic Planning. An update was given on meetings with Angus Alive and Fife Sports and Leisure Trust and a report on this would be shared with the Board in due course.

A query was raised regarding what future training included, and it was noted it would be useful to include information on the relationships with key stakeholders, in particular Dundee City Council. It was agreed that a more comprehensive list of training sessions provided would be submitted to the next Board meeting.

ACTION: Judy Dobbie

(ii) Chair of Audit, Risk and Compliance Committee

It was noted that Colin McLeod was standing down from the position of Chair of this Committee, and approval was sought for the appointment of Kris Bryce to this position with effect from 1 January 2025.

The Board agreed to this proposal accordingly.

X SENIOR MANAGEMENT TEAM REPORT

(i) Senior Management Team – Overview Report - November 2024

There was submitted Report L&CD 14-2024 by the Managing Director, providing the Board with a general overview relating to the Strategic Plan from the Senior Management Team of the period since the last Board meeting.

The Board noted the progress, highlights, issues and challenges contained in this report and agreed its content, noting in particular: -

- the award from the Northwood Trust, and asked that thanks be extended to relevant staff
- increase in attendances across Leisure and Sport facilities
- the creation of the Creative Central Space
- the partnership with Neville Robertson Communications

It was noted that Colin McLeod would contact the Head of Libraries and Cultural Services regarding insight/experiences gained regarding box offices and promoters.

The Board discussed the impact of any potential changes to the UNESCO City of Design status for the city, noting that Dundee was the only UK city to have this. It was agreed that this would also be raised at the meeting with the Chief Executive on 4th December 2024.

ACTION: Colin McLeod/Anna Day
Sue Moody

(ii) Active Dundee – Business Planning for 2025-26 Draft Copy - Our Focus for 2025/2026

There was submitted Report L&CD16-2024 by the Head of Sports, Leisure and Physical Activity updating the Board on the development of a business plan for the sport, leisure, and physical activity section for 2025/26.

The Board noted the content of the report and agreed its content. The Board further welcomed the start of more coherent and joined up planning in relation to sport and leisure activities and facilities. New revenue generating opportunities was welcomed, as was the development of a network of volunteer roles which would assist with the development of health and well-being strategies. The Board also noted the importance of Customer Satisfaction data to better inform provision of services to all going forward and that engagement with all stakeholders/governing bodies was essential to assisting them in meeting their aspirations for the future

XI AOCB

(i) Nominations Committee Update

The Chair advised that unfortunately the Chief Executive of Angus Alive had been unable to commit to being on the Nominations Committee. The Board agreed that the Managing Director make contact with other local ALEOs in this regard, and that an update be given at the next Board meeting.

ACTION: Judy Dobbie

(ii) Dundee Festival Trust

The Head of Libraries and Cultural Services advised that a Board representative was needed to oversee the winding up of Dundee Festival Trust. Kevin Keenan advised that that he could assist with this, and the Board agreed accordingly.

(iii) Broughty Ferry Library Makar

The Head of Libraries and Cultural Services advised that Friends of Broughty Ferry Library had been in contact regarding the possibility of the appointment of a Makar as part of libraries. It was noted that a financial commitment would be necessary, therefore the Board agreed that whilst they supported this idea in principle, they were unable to provide financial support for the Makar role at this time.

(iv) Budget Consultation

It was agreed that the Board would have another meeting to discuss Budget discussions before the next Board meeting (29th January 2025) and the date would be advised in due course.

ACTION: Judy Dobbie/Paul Henehan

(v) Car Leases

The Head of Support Services advised that the employee car lease was under review and would be extended for a further three-year period.

XII DATES OF FUTURE MEETINGS

(i) Date of Next Meeting

Wednesday, 29 January 2025 at 2.00 pm in the Conference Room, Level 2, Central Library

(ii) Meeting Schedule for 2025

The meeting schedule for 2025 was submitted for information.

Sue MOODY, Chair.