

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held as a hybrid meeting remotely and in Meeting Room, Central Library, Dundee, on 29th January, 2025.

Present:

Sue MOODY
Will DAWSON

David DORWARD
Judy DOBBIE
Kevin KEENAN

Steve GRIMMOND
Nasreen MOHAMMED(R)
Robert EMMOTT

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, Kris Bryce and Colin McLeod.

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 MINUTE

- (i) Unapproved Minute of the Special Meeting of the Leisure & Culture Dundee Board held on Wednesday, 20 November 2024.

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

- (ii) Unapproved Minute of the Post AGM Meeting of the Leisure & Culture Dundee Board held on Wednesday, 27 November 2024.

The above minute was submitted and approved as a correct record. It was noted that with regards to Article VII (ii) that no further works were planned for the underground garage therefore no action would be taken regarding this matter.

III MATTERS ARISING

- (i) Rotation of Board Venues and Facility Tours

The Managing Director advised that with regards to the rotation of Board meeting venues, RPCD and McManus had suitable facilities for hosting hybrid meetings, therefore future meetings would be arranged for these venues over the course of the year. Board members had been invited to identify venues they would like to visit in their role as Board member, and a programme for this would be arranged. The Managing Director further advised that all Board members had an open invitation to visit all facilities and that the relevant Head of Service would arrange this on request.

ACTION: Judy Dobbie/ Anna Day/ Scott Urquhart

(ii) RPC Energy Costs

The Head of Corporate Services advised that further data regarding costs had been requested from City Development but as yet had not been received. Discussion followed regarding the facility, thereafter the Board agreed that the Managing Director would consult City Development regarding this issue.

ACTION: Judy Dobbie

(iii) Nominations Committee

The Managing Director advised that the portal was still open for any parties who were interested in becoming a Board member. Members of the Nominations Committee had met with the recruitment agency, and conversations regarding balance and equity had been held. Board members were thanked for their assistance with this process, and the commencement date of the members to be recruited was outlined. Furthermore, it was agreed that confirmation would be sought from future Board members that they were not disqualified from being charity trustees under OSCR guidelines and that they did not have any criminal convictions.

ACTION: Judy Dobbie

IV FINANCE, PERFORMANCE AND BUSINESS DEVELOPMENT

(i) Review of Charges 2025/26 [L&CD REPORT 04-2025]

There was submitted Report L&CD4-2025 by the Head of Corporate Services seeking approval for the Active Dundee element of the 2025-26 Review of Charges, as part of the Revenue Budget 2025-26 setting process.

The Board approved the Review of Charges as detailed in Appendix 1 to the report, noting that the Integrated Impact Assessment (IIA) appended to the report was to be given further consideration, and that going forward more robust collection of data would be utilised for the IIA process.

ACTION: Judy Dobbie/Nasreen Mohammed

(ii) Confidential: L&CD Revenue Budget – Income & Savings Options [L&CD REPORT 05-2025]

There was submitted Report L&CD5-2025 seeking approval of Additional Income and Savings options to reduce the 2025/26 Revenue Budget deficit.

The Board agreed in principle to the recommendations of the Report.

The Board further agreed that an additional meeting be held in March 2025 to finalise the budget, once the Dundee City Council budget had been finalised. This could include additional options to reach a balanced budget, noting that the forthcoming review would also give further options for rationalisation of services provided by L&CD.

ACTION: Paul Henehan/Judy Dobbie

(iii) Unapproved Minute of the Meeting of the Finance and Performance Committee held on Wednesday, 13 November 2024

The above minute was submitted and noted.

With regards to Article III (i), it was also noted that the Managing Director advised that a report had been provided to City Development by the pool consultants which would be shared with LACD officers.

ACTION: Judy Dobbie

V HEALTH & SAFETY AND PROPERTY

- (i) Unapproved Minute of L&CD Health, Safety & Property Committee Meeting held on Friday 13 December 2024.

The above minute was submitted and noted.

- (ii) Olympia Investigation

The Managing Director advised that information had been prepared for the consultants undertaking the enquiry, which also would be given to key staff members.

ACTION: Judy Dobbie

VI HR & EQUALITIES COMMITTEE

- (i) Unapproved Minute of Meeting of L&CD HR & Equalities Committee held on Wednesday, 15 January 2025

The above minute was submitted and noted.

With regards to Article VI (ii), efforts were underway to develop an appropriate mechanism. Furthermore there was significant discussion surrounding Equality, Diversity and Inclusion (EDI) activity across L&CD and it was agreed that further updates on progress and development would be brought to the Committee and subsequently to the Board.

- (ii) Staff Survey [L&CD REPORT 06-2025]

There was submitted L&CD Report 06-2025 by the Head of Leisure, Sport and Physical Activity Services updating the Board on the upcoming staff survey.

The Board noted the aims of the survey. It was noted that demographic data would not be included in returns for the survey and responses would be completely anonymised. The Board agreed that there would be benefits to collecting this information going forward, possibly by the updating by staff of their characteristics on their individual HR files, and asked that the Managing Director instigate the gathering of this data.

ACTION: Judy Dobbie

VII AUDIT, RISK AND COMPLIANCE COMMITTEE

- (i) Trustee Training

There was submitted a briefing paper by the Managing Director, based on discussions at the Audit Risk and Compliance Committee on 11th November 2025. The paper detailed topics proposed for Trustees sessions, namely Equality Diversity and Inclusion, Fundraising, Risk and the Roles and Responsibilities of Trustees. The Board agreed that risk should not be isolated from the overall risk process. Further consideration needed to be given to how and when sessions on Roles and Responsibilities should be delivered. The Board further agreed that other training should be need based, and that Risk should be embedded into the overall agenda.

The Managing Director advised that they consult the Board on key training topics and bring these back to a future meeting for consideration.

ACTION: Judy Dobbie

(ii) Trustee Annual Review Meetings

The Chair advised that these meetings would be held in March/April 2025.

ACTION: Judy Dobbie/Sue Moody

(iii) Verbal Update from previous Chair of L&CD Audit, Risk and Compliance Committee

It was noted that in the absence of the previous Chair an update would be given at the next Board meeting.

(iv) Meeting with Angus Alive – Friday, 1 November 2024

The minute of the meeting between L&CD and Angus Alive held on 1st November 2024 was submitted and noted. The Chair advised that this had been an extremely positive meeting and that going forward more frequent contact and engagement would occur.

(v) L&CD Review Meeting – Wednesday 4 December 2024

The Minute of Meeting between L&CD and Dundee City Council was submitted and noted. There were six specific issues which were raised and discussed. A query was raised regarding the relationship between L&CD and Dundee City Council, and it was noted that this had been discussed at Article V in the minute.

(vi) Review of L&CD - Summary

The Managing Director advised the Board that the review process was in its early stages with the Senior Management Team engaging with Review consultants, both verbally and with the provision of reports/information. The Chair asked that any issues which the Board wanted to be raised be fed back to herself, noting that it was important to ensure that structure and governance arrangements be considered.

ACTION: All Board members.

VIII SENIOR MANAGEMENT TEAM REPORT

(i) Senior Management Team – Overview Report - November 2024 Culture and Libraries Board Update [L&CD REPORT 07-2025]024

There was submitted Report L&CD 7-2025 by the Head of Library and Cultural Services 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 the report.

(ii) Overview of Active Dundee's Health and Wellbeing Programmes [L&CD REPORT 08-2025]

There was submitted Report L&CD 8-2025 by the Head of Sports, Leisure and Physical Activity updating the Board providing an overview of Active Dundee's various health and wellbeing programmes to the board. These initiatives would promote physical activity, social interaction, and overall wellness among diverse groups, including those with long-term health conditions, disabilities, and pregnant women.

The Board noted and agreed the content of the report.

(iii) Venue Performance Report Q3 2024-25 [L&CD REPORT 09-2025]

There was submitted Report L&CD 9-2025 by the Head of Sports, Leisure and Physical Activity

providing an update to the Board on venue performance and benchmark information we provide Dundee City Council.

The Board noted the content of the report in relation to Q3 of 2024/25 Performance Activity.

(iv) Update on Q3 Activities within Active Dundee [L&CD REPORT 10-2025]

There was submitted Report L&CD 10-2025 by the Head of Sports, Leisure and Physical Activity updating the Board on activities within Q3.

The Board noted the Q3 activities within Active Dundee, noting that further details of performance at Olympia would be provided at the next Board meeting.

ACTION: Scott Urquhart

IX AOCB

There were no additional items for consideration.

X DATES OF FUTURE MEETINGS

(i) Date of Next Meeting

Wednesday, 26 March 2025 at 2.00 pm [venue to be confirmed]

(ii) Meeting Schedule for 2025

The meeting schedule for 2025 was submitted for information.

Sue MOODY, Chair.