

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held as a hybrid meeting remotely and in the Ice Arena, Dundee, on 26th November, 2025.

Present: (R – joined remotely)

Kris BRYCE
Kevin KEENAN
Steve GRIMMOND

Christopher SCHOFIELD
Ken LYNN -R
Kasia ZDUNIAK - R
Christine McGLASSON

Judy DOBBIE
Paul THOMSON
Sue MOODY

In attendance: -

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

Apologies for absence had been intimated from David Dorward.

Sue MOODY, Chairperson, in the Chair.

I WELCOME/DECLARATIONS OF INTEREST AND APOLOGIES

- (i) The Chair welcomed those present to the meeting.
- (ii) Standing Declarations of Interest: Judy Dobbie and Paul Thomson as employees of Dundee City Council (DCC).
- (iii) Apologies were noted as above.

II ELECTION OF OFFICE BEARERS

- (i) CHAIR OF LEISURE AND CULTURE DUNDEE

The Board agreed to the appointment of Sue Moody as Chair.

- (ii) VICE CHAIR OF LEISURE AND CULTURE DUNDEE

The Board agreed to the appointment of Ken Lynn as Vice Chair.

III MATTERS ARISING FROM THE MINUTES OF MEETINGS HELD ON 1ST OCTOBER, 2025 AND 19TH NOVEMBER, 2025

- (i) MINUTE OF MEETING HELD ON 1ST OCTOBER, 2025

The above minute was submitted and approved subject to it being noted that Steve Grimmond was not present.

- (ii) MINUTE OF MEETING HELD ON 19TH NOVEMBER, 2025

The above minute was submitted and approved.

- (iii) REGIONAL PERFORMANCE CENTRE ENERGY CENTRE - UPDATE

The Board noted that discussions were continuing and that they would be kept advised of progress with further updates. Similarities with the unit to that within the Olympia were indicated and this would be taken back to City Development. Report on energy use would be submitted to the Board in due course.

ACTION: Scott to raise observation with City Development.

(iv) REVIEW OF LEISURE AND CULTURE DUNDEE

The Board noted that pending the Annual Review meeting with the DCC Chief Executive there was no further update about the Board's role in relation to the follow up to the EKOS Review. In the meantime, Judy and Paul would raise this with the Officer Group (chaired by the DCC Chief Executive) dealing with this matter.

ACTION: Judy and Paul to raise with Officer Group.

(v) VOLUNTARY SEVERANCE/ EARLY RETIREMENT SCHEME

The Board noted that 27 Applications had been received from staff. Feedback to applicants who were not accepted was raised. Paul explained procedures in this regard.

IV RISK MANAGEMENT – UPDATED RISK REGISTER

There was submitted a copy of the updated Risk Register. Paul further advised that he was waiting on permissions to update and had a meeting in mid-January 2026 in this regard.

V STRATEGIC PLANNING AWAY DAY – 28TH OCTOBER 2025

(i) EXTERNAL FACILITATORS REPORT AND PRESENTATION SLIDES

A copy of the Facilitators' report and presentation slides were submitted. Progress on action points is to be included in SMT reports. Collaboration work with City Development was being looked at and how this may be progressed. Social Media usage was encouraged. Staff Design remit was being progressed together with promotion of organisation. Frequency of Strategy Days over the year would be looked at.

The Board noted the content of the report and position as outlined.

VI SENIOR MANAGEMENT TEAM REPORTS

(i) UPDATE CUSTOMER SATISFACTION SURVEY Q2

There was submitted a report by the Head of Leisure, Sport and Physical Activity Services providing the Trustees with an update on the progress of the Customer Satisfaction Survey. It was reported that 391 people had participated in this.

The Board noted the content of the report.

(ii) ACTIVE DUNDEE PERFORMANCE REPORT Q2 2025/2026

There was submitted a report by the Head of Leisure, Sport and Physical Activity Services providing the Trustees with an update on the Active Dundee performance, DCC benchmarking information and information on Business KPIS 2025/2026.

The Board noted the content of the report.

(iii) WHAT IS GOING ON IN ACTIVE DUNDEE

There was submitted a report by the Head of Leisure, Sport and Physical Activity Services providing the Trustees with a summary of key activities, achievements and developments within Active Dundee during Quarter 2 of 2025/2026. The information presented was compiled for reporting back to Dundee City Council demonstrating the organisations contribution to the Council's Strategic Priorities as set out in the City Plan 2022/2032. The report highlighted progress across the organisation's key objectives.

The Board noted the content of the report.

(iv) LIBRARY AND CULTURAL SERVICES UPDATE – Q2 2025/2026

There was submitted a report by the Head of Library and Cultural Services providing the Trustees with the position with activities across each of the Library Services and detailed progress in this regard. It was noted that the new box office system will enable collection of data to inform future KPIs.

The Board noted the content of the report.

VII FINANCE, PERFORMANCE AND BUSINESS DEVELOPMENT

(i) Q2 2025/2026 REVENUE BUDGET MONITORING SUMMARY REPORT

There was submitted a paper on the Revenue Budget Monitoring financial position for Q2 of 2025/2026. The report presented the outturn position for Leisure and Culture Dundee based on the financial performance after Q2 of the financial year.

The Board noted the content of the paper.

(ii) CONFIDENTIAL – LEISURE AND CULTURE DUNDEE BUDGET 2026/2027 - UPDATE

The Board noted the confidential verbal update provided.

(iii) MEETING OF LEISURE AND CULTURE DUNDEE FINANCE AND PERFORMANCE COMMITTEE OF 17TH NOVEMBER 2025

The Board noted the content of the above minute as submitted.

VIII HEALTH AND SAFETY AND PROPERTY

(i) CITY CENTRE AND WIDER ANTI SOCIAL BEHAVIOUR

Anna gave a verbal update on the position. Matter in relation to position of use of lift and car park access and access to Caird Hall was also raised. Environmental Health would be consulted on matters such as lift and access to Caird Hall.

The Board noted the position as outlined.

(ii) UNAPPROVED MINUTE OF LEISURE AND CULTURE DUNDEE HEALTH AND SAFETY AND PROPERTY COMMITTEE HELD ON 31ST OCTOBER 2025

There was submitted the above minute which was noted.

The Chair conveyed the Board's thanks for the contribution made by Will Dawson. The arrangements for the Committee going forward would be established in due course. Security related matters such as extension of CCTV signage towards a long-term solution were highlighted. Possibility of Police Scotland utilising space in the Box Office was mentioned. Safety measures and considerations for staff in terms of managing risk were also indicated.

IX HR & EQUALITIES COMMITTEE

(i) INCREASING TRUST AND VISIBILITY OF TRUSTEES

The position was outlined and visits to facilities by Trustees would be welcomed.

The Board noted the position as outlined.

- (ii) UNAPPROVED MINUTE OF LEISURE AND CULTURE DUNDEE HR AND EQUALITIES COMMITTEE OF 29TH OCTOBER 2025

The above minute was submitted and noted.

X AUDIT RISK AND COMPLIANCE COMMITTEE

- (i) UNAPPROVED MINUTE OF LEISURE AND CULTURE DUNDEE AUDIT RISK AND COMPLIANCE COMMITTEE OF 4TH NOVEMBER 2025

The Board noted that the minute of the above meeting would be submitted to the Board in due course. The meeting also considered governance issues arising from the strategy day.

XI AOCB

The Board noted that there were no other matters which required to be brought to their attention.

XII DATES OF FUTURE MEETINGS

- (i) DATE OF NEXT MEETING

Wednesday 28th January, 2026 at 2.00pm (venue to be confirmed).

- (ii) BOARD AND COMMITTEE MEETING SCHEDULE 2026

The Board noted that the Timetable would be established. Discussions would be held with Chairs on dates of Sub-Committees. A meeting would be held on 19th December 2025 to discuss the Budget.

Sue MOODY
CHAIR