At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held as a hybrid meeting remotely and in the Conference Room, Central Library, Dundee, on 28th January, 2026

Present: (R – joined remotely)

David DORWARD - R	Nadia EL-NAKLA	Judy DOBBIE
Kevin KEENAN	Ken LYNN	Paul THOMSON
Steve GRIMMOND - R	Kasia ZDUNIAK – R	Sue MOODY
	Chris SCHOFIELD	Christine McGLASSON

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 Kris Bryce.

Sue MOODY, Chairperson, in the Chair.

I WELCOME/DECLARATIONS OF INTEREST AND APOLOGIES

(i) The Chair welcomed those present to the meeting. The Chair also welcomed Nadia El-Nakla following her appointment as trustee and Ken Lynn in his capacity as Vice Chair

(ii) Standing Declarations of Interest: Judy Dobbie and Paul Thomson as employees of Dundee City Council (DCC).

(iii) Apologies were noted as above.

(iv) The Chair reminded the Board that she would serve as Chair until the end of November 2026.

II MATTERS ARISING FROM THE MINUTES OF MEETINGS HELD ON 26TH NOVEMBER, 2025

(i) MINUTE OF MEETING HELD ON 26TH NOVEMBER, 2025

The above minute was submitted and approved.

(ii) REGIONAL PERFORMANCE CENTRE REPORT

There was submitted a Report by the Head of Leisure, Sport and Physical Activity Services providing an overview of the development, purpose, operation and associated running costs of the Regional Performance Centre (RPC) Energy Centre.

The Board agreed to note and comment on the contents of this report and review the current energy budget allocation to ensure it remained aligned with prevailing and projected utility market conditions.

The Board further agreed to note that discussions had taken place with City Development in terms of energy use and reflection of this would be made in the Budget.

(iii) LEISURE AND CULTURE DUNDEE REVIEW

The Board noted that two meetings of the Review Group had been held.

(iv) ACCESSIBILITY OF CAIRD HALL

The Board noted that options were being discussed in relation to disability access to the Caird Hall. Disability access requirements would also be examined and clarification from the Council in this regard would be sought.

ACTION: Head of Library & Cultural Services

III RISK MANAGEMENT – UPDATED RISK REGISTER

There was submitted a copy of the updated Risk Register.

The Board agreed to note the content of the report.

IV SENIOR MANAGEMENT TEAM REPORTS

(i) WHAT IS GOING ON IN ACTIVE DUNDEE

There was submitted a report by the Head of Sport, Leisure, Sport and Physical Activity Services advising that at recent Board meetings, Active Dundee had provided two separate reports: What is Going on in Active Dundee and the Active Dundee Performance Report. For Q3, work was still underway to compile the full set of data required to complete both of these reports in their usual format. To ensure the Board received timely and meaningful information, this paper combined the essential elements of both reports into a single consolidated update. A full overview of Q3 activity would follow in a separate briefing note once all remaining data was available. This combined report provided a high-level overview of key areas of delivery and performance during Quarter 3. It included updates on general attendance, membership performance, community engagement activity, national recognition, programme development, and organisational change completed during the period.

The Board noted the content of the report and possibility of reviewing social media and Rehabilitation Project Work.

ACTION – Head of Sport, Leisure and Physical Activity Services.

(ii) WHAT IS GOING ON IN LIBRARY AND CULTURAL SERVICES

There was submitted a report by the Head of Library and Cultural Services providing the Trustees with the position relating to activities across each of the Library and Cultural Services and detailed progress in this regard.

The Board noted the content of the report.

ACTION – Head of Library and Cultural Services.

V FINANCE, PERFORMANCE AND BUSINESS DEVELOPMENT

(i) LEISURE AND CULTURE DUNDEE VSER SCHEME

There was submitted a report by the Head of Corporate Services seeking approval of the use of unrestricted funds up to a maximum value of £250,000 to implement approved applications through the recent Voluntary Severance/ Early Retirement (VSER) Scheme in order to generate savings towards a balanced revenue budget for financial year 2026/27.

The Board agreed:- to approve the use of restricted funds to the maximum value of £250,000 to allow progression of the SMT approved VSER applications to achieve the full amount of potential savings.

ACTION – Head of Corporate Services

(ii) ACTIVE DUNDEE REVIEW OF CHARGES 2026/2027

There was submitted a report by the Head of Leisure, Sport and Physical Activity providing an update on the proposed pricing approach for Active Dundee for 2026/27, including the recommended price increase and rationale for the introduction of a new attendance-based pricing framework, the projected financial impact and associated risks, key implementation timelines and the next steps to improve data capture for future pricing reviews.

The Board agreed:-

(i) To note and comment on the approach of a price increase to be implemented across the Active Dundee portfolio from the 1st of April 2026;
(ii) To approve the new charging structure for Active Dundee.

VI HEALTH AND SAFETY AND PROPERTY

(i) HEALTH AND SAFETY PROPERTY COMMITTEE - UPDATE

The Head of Corporate Services gave a verbal update suggesting that the remit of the Committee should be examined as part of ARC's review of Committees.

The Board noted the update and approved the temporary suspension of the Committee pending consideration of ARC's proposals on Committees.

ACTION – ARC

VII HR & EQUALITIES COMMITTEE

(i) MEETINGS

The Board noted that no meetings of the above had been held since last meeting of the Board.

VIII AUDIT RISK AND COMPLIANCE COMMITTEE

(i) CHAIR AND VICE CHAIR ROLES

There were submitted papers by the Head of Corporate Services on the role of Chair and Vice Chair of the Board.

The Board agreed to the content of the documents.

(ii) CONFIDENTIAL: LEISURE AND CULTURE DUNDEE TRUSTEE EXIT INTERVIEW FEEDBACK

There was submitted a report by the Chair providing feedback on exit interviews held for Trustees.

The Board agreed to note the content of the report and that agendas and papers for meetings of the Board should be issued on the Wednesday prior to the meeting of the Board, as far as possible.

(iii) BOARD AND COMMITTEE APPOINTMENTS

The Chair advised of recent appointments to the Board and Committee and welcomed Nadia and Christine as new members on the Board. Nadia would also serve as a member on the Audit and Compliance Committee.

The Chair noted the opportunity for any member of the Board who wished to be considered for appointment as Board Chair from November 2026 to contact the current Chair to discuss this in advance of the next Board meeting in March.

(iv) UNAPPROVED MINUTE OF LEISURE AND CULTURE AUDIT, RISK AND COMPLIANCE COMMITTEE

There was submitted the above minute.

The Board noted the content.

(v) TRUSTEE TRAINING

The Board noted that a meeting had been held with DCC's Equalities and Fairness Officer and Kasia to discuss workshop sessions on equalities.

(vi) TRUSTEE ANNUAL REVIEWS

The Board noted that Annual Reviews would be held in April/May 2026 and may include assessment of Chair position in common with other organisations.

IX AOCB

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

X DATES OF FUTURE MEETINGS

(i) DATE OF NEXT MEETING

Wednesday 25th March, 2026 at 2.00pm (venue to be confirmed).

(ii) DATES OF OTHER MEETINGS OVER 2026 - SCHEDULE

The Board agreed to note that separate to the meeting as indicated above that all other Board meetings over 2026 would be scheduled as follows:-

Wednesday 27th May 2026 at 2.00pm (venue to be confirmed)
Wednesday 29th July 2026 at 2.00pm (venue to be confirmed)
Wednesday 16th September 2026 at 2.00pm (venue to be confirmed)
Wednesday 30th September 2026 at 2.00pm (venue to be confirmed)
Wednesday 18th November 2026 at 2.00pm (venue to be confirmed)(Special Board for Annual Report and Accounts)
Wednesday 25th November 2026 at 1.00pm (venue to be confirmed) (15th AGM)
Wednesday 25th November 2026 at 2.00pm (venue to be confirmed) (Post AGM)

(iii) LEISURE AND CULTURE DUNDEE BOARD AND COMMITTEE MEETINGS SCHEDULE 2026

There was submitted the schedule for meetings of the Board and Committee over 2026.

The Board agreed to note the schedule.

Sue MOODY
CHAIR