At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held as a hybrid meeting remotely and in the Ashton Hall, City Square, Dundee, on 25th March, 2026

Present: (R – joined remotely)

Kris BRYCE	Ken LYNN	Judy DOBBIE
Kevin KEENAN	Kasia ZDUNIAK – R	Paul THOMSON
Steve GRIMMOND	Chris SCHOFIELD	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 Nadia El-Nakla, David Dorward and Christine McGlasson.

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 for absence were noted as above.

II MINUTE OF MEETING HELD ON 28TH JANUARY, 2026

(i) The above minute was submitted and approved.

III MATTERS ARISING

(i) L&CD REVIEW

The Managing Director gave a verbal update on the above. To date three meetings had been held in this regard with position statements produced.

The Board noted the position.

(ii) ACCESSIBILITY OF CAIRD HALL

The Head of Library & Cultural Services gave a verbal update on the above. Discussions were continuing in this regard including appropriate use of lift facility and how access arrangements were communicated with various service groups who may wish to use the facility.

The Board noted the position.

(iii) SPONSORSHIP OF EVENTS

The Head of Corporate Services advised that a draft sponsorship policy was being considered by officers.

The Board noted the position.

(iv) NOMINATIONS FOR CHAIR FROM NOVEMBER 2026

At this point in the meeting Kris Bryce left the meeting.

The Chair advised that interest in nomination as Chair as successor to Sue Moody had been received from Kris Bryce.

The Board agreed to Kris Bryce becoming Chair Designate and noted that Sue Moody would leave the Board at the next AGM. In the meantime, Kris Bryce would become more involved in processes leading up to the next AGM.

IV RISK MANAGEMENT – UPDATED RISK REGISTER UPDATE

The Head of Corporate Services gave a verbal update on the above. Risk Register would be updated and thereafter reported to the Audit, Risk & Compliance Committee first and then the Board.

The Board noted the update.

V SENIOR MANAGEMENT TEAM REPORTS

(i) INTERIOR UPDATES TO CAIRD HALL

There was submitted a report by the Head of Library & Cultural Services seeking approval to allocate funding from the Reserves on interior improvements to the Caird Hall, investing in the spaces that had potential to be commercial. Phase One – painting of space had been commissioned and was underway. Phase Two was detailed in the Background Section.

The Board agreed:-

(i) To approve the spend on the café bar of £3500;
(ii) To delay the spend on flooring until 2027/2028 to see if commercial/community use of Ashton Hall had increased - approx. £8500 in total.

(ii) LIBRARY AND CULTURE UPDATE

There was submitted a paper by the Head of Library and Cultural Services proving an update on Library and Culture Services.

The Board noted the content of the report.

(iii) REDEVELOPMENT OF L&CD WEBSITE

There was submitted a report by the Head of Library and Cultural Services outlining the proposed direction for the redevelopment of the Leisure and Culture Dundee Website. It summarised the reasons for change and identified intended areas of improvement. No fixed timescales of technical commitments were included at this stage.

The Board noted the position as outlined and that any Risks, such as cyber security, would be considered and added to Risk Register as appropriate.

(iv) ACTIVE DUNDEE: UPDATE ON OUR FOCUS FOR 2026/2027

There was submitted a report by the Head of Leisure, Sport and Physical Activity Services setting out “Our Focus 2026/2027” directly aligning with the strategic direction established in the Leisure and Culture Dundee Strategic Plan and the progress made throughout 2025/2026.

The Board noted the position as outlined and that comments were welcomed.

VI FINANCE, PERFORMANCE AND BUSINESS DEVELOPMENT

(i) L&CD REVENUE BUDGET 2026/2027

There was submitted a paper by the Head of Corporate Services on the above.

The Board agreed the report as submitted and that the Head of Leisure, Sport & Physical Activity Services would provide Paul Thomson with a list of concessions.

(ii) Q3 REVENUE MONITORING SUMMARY REPORT

There was submitted a paper by the Head of Corporate Services on the above.

The Board noted the position as outlined.

(iii) UNAPPROVED MINUTE OF THE L&CD FINANCE & PERFORMANCE COMMITTEE HELD ON FRIDAY, 27TH FEBRUARY 2026

There was submitted the above minute.

The Board noted the content.

VII HEALTH & SAFETY AND PROPERTY

(i) HEALTH & SAFETY POLICY – UPDATED

There was submitted a paper by the Head of Corporate Services on the above.

The Board agreed the paper and noted that further discussion would be held between parties on division of responsibilities between Leisure and Culture and the Council.

VIII HR & EQUALITIES COMMITTEE

(i) UNAPPROVED MINUTE OF THE L&CD HR & EQUALITIES COMMITTEE HELD ON WEDNESDAY, 11TH FEBRUARY 2026

There was submitted the above minute.
The Board noted the content.

IX AUDIT RISK AND COMPLIANCE COMMITTEE

(i) PROPOSED WORLD CUP BANK HOLIDAY: CONSIDERATION OF LEAVE ARRANGEMENTS

There was submitted a report by the Managing Director on the above.

Following discussion, the majority of the Board agreed that Option 2 be adopted, and that Leisure & Culture Dundee would acknowledge the national bank holiday and grant an additional annual leave day to all employees' annual leave, to be taken by 30 September 2026.

(ii) COMMITTEES OF THE BOARD CHAIR COPY ATTACHED FOR DECISION

There was submitted a paper by the Chair on the above outlining the Committees of the Board and their membership.

The Board agreed: that the paper removing the Health & Safety and Property Committee was approved. Audit Risk & Compliance Committee will make recommendations to the next Board meeting on the distribution of duties to other Committees.

(iii) AUDIT OF TRUSTEE SKILLS AND EXPERIENCE 2026 CHAIR COPY ATTACHED FOR DISCUSSION

There was submitted a paper by the Chair on the above.

The Board noted the content as outlined.

(iv) MEMORANDUM OF UNDERSTANDING CHAIR VERBAL UPDATE FOR INFORMATION

The Board noted the position on the above.

(v) ESTABLISHMENT OF NOMINATIONS COMMITTEE CHAIR VERBAL UPDATE FOR INFORMATION

The Board noted that as per the Constitution, the Chair, Vice-Chair and Managing Director would be on the Nominations Committee. In addition, it was agreed that the Head of Corporate Services would provide specialist expertise under Clause 118.2 of the Constitution, and that the recruitment agency would provide expertise on HR matters. The Board also agreed that as Chair Designate, Kris Bryce would be an observer on the Nominations Committee.

(vi) UNAPPROVED MINUTE OF THE L&CD AUDIT, RISK AND COMPLIANCE COMMITTEE HELD ON THURSDAY, 12 MARCH 2026 CHAIR COPY ATTACHED FOR INFORMATION

The above minute was submitted.

The Board noted the content.

(vii) TRUSTEE TRAINING MANAGING DIRECTOR VERBAL UPDATE FOR INFORMATION

The Managing Director gave a verbal update on the above.

The Board noted that further information would be provided in due course.

X AOCB

There were no matters that required to be brought to the attention of the Board.

XI DATES OF FUTURE MEETINGS FOR INFORMATION

(i) DATE OF NEXT MEETING

Wednesday 27th May at 2.00pm at the Regional Performance Centre.

(ii) DATES OF MEETINGS FOR 2026

Wednesday 29th July at 2.00pm.
Wednesday 16th September – Strategy Day.
Wednesday 30th September at 2.00pm.
Wednesday 18th November at 2.00pm – Special Board for Annual Report & Accounts.
Wednesday 25th November at 1.00pm – 15th AGM.
Wednesday 25th November at 2.00pm – Post AGM.

Sue MOODY, Chairperson.