

At a MEETING of the **LEISURE & CULTURE DUNDEE BOARD** held remotely and in Meeting Room, Central Library, Dundee, on 1st November 2023.

Present:

Moira METHVEN
Will DAWSON
Sue MOODY (R)

Emma DONALDSON (R)
Judy DOBBIE
Lynne SHORT

Colin MCLEOD
Nasreen MOHAMMED (R)
Robert EMMOTT

Also Present:

Paul HENEHAN, Head of Corporate Services

Apologies for absence had been intimated from Charlie Malone, Stuart Cross, Anna Day, and George Laidlaw.

Moira METHVEN, 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 Leisure & Culture Dundee Board held on 27th September 2023.

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

III MATTERS ARISING

(i) Olympia Update

The Managing Director advised that following a meeting of the Health Safety and Property Committee which had taken place on site, various concerns had been raised. A detailed list of items urgently requiring action had been forwarded to the Project Team and until these had been completed satisfactorily it was agreed the Leisure & Culture Dundee would not be in a position to take back responsibility for the facility.

Concern was expressed by the Board regarding the impact a delay to opening would have on the goodwill of customers and the effect that this would have on income projections. It was agreed that a robust communication plan was required in conjunction with Dundee City Council and that close contact continue with relevant Dundee City Council officers to ensure the Board were kept informed of any further developments.

ACTION: Paul Henehan

(ii) 365 Schools

The Managing Director advised that a revised report regarding 365 Schools/Community Hubs had been approved by the City Governance Committee of Dundee City Council on 23rd October 2023. This report noted that the Council would continue to work in partnership with L&CD to deliver the relocation of the

library service, agree access arrangements into the library facilities, and update the Service Level Agreements.

It was noted that detailed access arrangements had still not been agreed and the Board noted concerns that the lack of a separate entrance created a potential barrier to access for customers. The Board agreed that a broader consultation exercise was required with partners and community members, and that an action plan detailing key milestones be prepared.

ACTION: Judy Dobbie

IV FINANCE, PERFORMANCE AND BUSINESS DEVELOPMENT

(i) Confidential Item – Leisure & Culture Dundee Revenue Budget 2024/25

There was submitted Report No L&CD 12-2023 by the Head of Corporate Services updating the Board on the projected financial position of the organisation for financial year 2024/25 and the level of required savings to produce a balanced budget. The report itemised savings options already agreed and further options that were proposed.

Following discussion, the Board noted the content of the report and agreed that an action plan and timeline for further measures should be prepared.

ACTION: Paul Henehan

V CAIRD PARK GOLF

There was submitted Report No L&CD 13-2023 by the Managing Director outlining the current provision of golf at Caird Park and setting out the challenges regarding the sustainability of this service and seeking approval for a recommended course of action in respect of the continuation of golf provision at Caird Park, owned by Dundee City Council and operated on their behalf by Leisure and Culture Dundee.

The Board agreed in principle to the terms of the report noting that the original legal agreement for grounds maintenance would be reviewed to identify the implications of the proposal as well as the completion of an Integrated Impact Assessment. Legal matters surrounding the usage of the park were also highlighted.

ACTION: Judy Dobbie

VI LIBRARY AND INFORMATION SERVICES REVIEW

This item was deferred.

VII HR & EQUALITIES

(i) Unapproved Minute of HR & Equalities Committee, held on 20th September 2023

The minute was submitted and noted. The Chair referred to the recruitment of Head of Libraries and Cultural Services and it was reported that this post would be advertised once the job evaluation was complete.

VIII HEALTH & SAFETY AND PROPERTY

(i) Approved Minute of L&CD Health & Safety and Property Committee held on 24th August 2023

The Minute was submitted and noted.

(ii) Verbal Update of L&CD Health & Safety and Property Committee held on 26th October 2023

The Chair of the Health & Safety and Property Committee gave members a brief update of issues raised at this meeting. A particular concern related to the recent closure of Arthurstone Library, where works

were continuing with the heating system. Roof works were to commence within the Wellgate Centre shortly, which would hopefully resolve issues in Central Library.

Discussion followed regarding RACC structures and it was agreed that the Managing Director make further enquiries to establish that Wellgate/Central Library did not fall into this category of buildings.

ACTION: Judy Dobbie

IX AUDIT, RISK AND COMPLIANCE COMMITTEE

- (i) Unapproved L&CD Minute of Audit, Risk and Compliance Committee held on 16 October 2023

It was reported that as the Corporate Risk Register was now on Pentana, Strategic Risks, and Scoring Thresholds would be agreed and brought back to the Board.

It had also been agreed that the AGM be postponed until a later date (subsequently agreed as 29th November 2023) in order that the 'going concern' assessment of the accounts be completed.

X DUNDEE ICE ARENA

The Managing Director reported that a proposal had been received from a third party asking to enter into a non-disclosure agreement (NDA) with the Board and Dundee City Council regarding the Ice Arena.

The Board noted this request and agreed that the NDA be progressed.

The Board agreeing that the operation of this facility should be included in future discussions with Dundee City Council.

XIII FESTIVE PERIOD OPENING HOURS

There was submitted Report L&CD 11-2023 by the Head of Corporate Services detailing proposed opening hours for facilities directly managed by Leisure & Culture Dundee over the festive period.

The Board agreed the proposals, noting that Leisure & Culture Dundee would be continuing to work with Dundee City Council and the Third Sector over the festive period to provide warm places. It was also noted that, in future years, the decision relating to Festive Period Opening Hours would be delegated to the Managing Director.

XIV AOCB

It was noted that the date of the AGM was still under consideration, and it was agreed that this would be held as soon as possible, with approval of the accounts to be approved later at an EGM. (Subsequently agreed for 29th November 2023).

XV DATES OF FUTURE MEETINGS

- (i) Leisure & Culture Dundee 12th AGM and post AGM Board Meeting

Wednesday 29th November 2023 at 12:30pm, Conference Room, Level 2, Central Library

- (ii) Meeting Schedule for 2024

It was noted that this would be circulated in due course.

Moira METHVEN, Chair.