

FOR PUBLICATION**DAL Board Minutes****Monday 24 February 2025 – via Microsoft Teams**

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| Board Attendees: | (LS) | Lorraine Strachan (Non-Executive Director) - Chairing |
| | (IT) | Isabel Todenhoefer (Non-Executive Director) |
| | (PK) | Paul Kelsall (HIAL, Chief Executive Officer) |
| | (JM) | Jamie Manson (HIAL, Chief Financial Officer) |
| | (CH) | Chris Holliday (Non-Executive Director) |
| | (GCg) | Greg Colgan (Non-Executive Director) |
| In Attendance: | (GH) | Gregor Hamilton (Dundee City Council) |
| | (AG) | Alastair Gleave (HIAL, Chief Commercial Officer) |
| | (DS) | Denise Sutherland (HIAL, Director of Comms & Corp Affairs) |
| | (AS) | Andrea Sillars (HIAL, Chief People Officer) |
| | (MB) | Michael Bratcher (Transport Scotland) |
| | (SD) | Shelly Donaldson (HIAL, Executive Assistant - Minutes) |
| Apologies: | (LJ) | Lorna Jack (HIAL, Chair) |
| | (LC) | Lynne Clow (Non-Executive Director) |
| | (DM) | Darren MacLeod (HIAL, Accountable Manager) |

DAL Board Meeting Commenced at 10.00

LS welcomed everyone to the meeting.

Apologies

Apologies were received from Lorna Jack (LJ), Lynne Clow (LC) and Darren Macleod (DM).

Declarations of Interest

The Chair took as read the usual declarations of interest unless advised of any change.

Minutes and Matters Arising

The minutes from the meeting held 11 December 2024 were approved for publication subject to 3 small amendments.

Chair's Report

The full Chair report is within the HIAL minutes. [Link here.](#)

LS advised on behalf of the Chair that the Chair and PK had met with the Director General of Net Zero and the Chief Executive of Transport Scotland. At the meeting there was concern in regard



Dundee Airport

Port-adhair Dhùn Dè

to the lack of a framework agreement, which was discussed. There was no concern in terms of HIAL/DAL's service delivery or financial performance. There was discussion around public sector reform and the need for this to be reviewed especially around digital transformation.

The Chair also attended a meeting of public bodies with the Minister of Public Finance, Ivan McKee. Public sector reform was discussed with particular emphasis on a collaboration between public bodies in order to find efficiencies and savings.

The third meeting to note is that the Chair and LC met with the Chief Executive of Transport Scotland to discuss the Pay & Grading business case. There is still work to be done on balancing this **Withheld Information No 4**. AS updated that the P&G BC is going to the remuneration group at the end of March 2025.

The last point to note is the discussion and decision taken at the HIAL Board last week on the 35hr working week, following a letter from the trade unions asking HIAL to pause all consultations. The Board agreed to pause which means that the implementation will be delayed until after 01 April 2025.

Audit Committee

LS gave an update on discussions had at the last meeting of the HIAL Audit Committee, which included the delayed procurement tender for an internal audit function, due to challenges within the procurement team. The Committee raised concern over the length of time this took to be issued but confirmed that the tender was issued on 10 February 2025. Regardless of the issues in procurement the Committee stressed that this was unacceptable. The tender bids are expected by 10 March 2025 and an expedited evaluation will take place with the contract looking to be awarded by 24 March 2025.

Safety, Security & Environment Committee (SSEC) Update

The full SSEC report is within the HIAL minutes. [Link here](#).

Still seeing large amount of lost time from slips, trips and falls, one of these being a 55-day loss at DND. The team have been asked to focus on this area as well as more feedback on incidents categorised as high risk and whether they are graded lower following investigation.

CH wished to note that in terms of security, there was nothing to note for Dundee, **withheld Information No 4**.

A Safety plan has been requested for the year and discussions required with the COO in terms of what the Committee is looking for within this plan.

People Committee Update (PC)

AS noted that there was nothing further to note in regard to the People Committee for Dundee.

DAL Board Performance Pack

Withheld Information No 4. He also wished to note the sad news of the sudden passing of one of HIAL's fire fighters in Sumburgh. PK visited and met with the teams.

In response to a question from GC, AG advised that the Dundee airport working group report is in draft form. AG advised that in terms of performance year to date, we are not seeing the growth hoped for. It was noted an accurate picture of where we are was required. MB advised that the working group has fulfilled its purpose, to explore options to reduce subsidy requirement. **Withheld Information No 4.**

GC advised that the Dundee City Council Budget meeting would be taking place on Thursday 27 February and that following this meeting he would be happy to update LJ and PK.

DAL – For Approval

Capital Plan 25-26

JM updated that the HIAL Board approved the capital budget for the group at the meeting last week. However, a revised revenue budget has been requested and is being worked on.

JM advised that the items included in the capital plan for Dundee for next year are essential for either regulatory, safety critical, health & safety, or business critical reasons. An action plan has been produced, with a focus on prioritisation of projects and their corresponding programme board overseeing this. In addition, there is focus on process improvements in terms of business cases, how HIAL manages risks and streamlining the project management manual.

Procurement resource has been a challenge with most of the team now in place. Further interviews are scheduled but a positive discussion was had with the Scottish Government's shared service, who have been supportive, and HIAL is now looking to use those services to share some of the workload.

Some contractual issues have been identified with historic term contracts expiring shortly and the team are currently working through re-awarding these.

JM ran through some of the main projects on the plan for Dundee, advising that the capex total for 2025/26 is £887k, with £3.9m in the following year. JM is seeking approval for 2025/26 capital budget of £887k today.

Decision: The DAL Board approved the capital budget for DAL at £887k and LS advised that the revenue budget would come back to the Board in April following the revision.

There was no AOB.

DAL Board meeting concluded at 10:40

Date of the next meeting: 28 April 2025 via Microsoft Teams

| No | Reason for Redaction |
|----|--|
| 1 | Withheld for reasons of commercial interests |
| 2 | Withheld as the information constitutes personal data |
| 3 | Withheld as disclosure of the information will endanger the physical or mental health or safety of an individual |
| 4 | Withheld as disclosure will prejudice the effective conduct of public affairs |