

**NATIONAL MUSEUMS SCOTLAND
BOARD OF TRUSTEES**

**MINUTES OF THE MEETING HELD ON 29 JANUARY 2010 AT THE NATIONAL
MUSEUM OF SCOTLAND, EDINBURGH**

Present:

Sir Angus Grossart	Chairman
Mr Jim Fiddes	Trustee
Dr Anna Gregor	Trustee
Mrs Lesley Hart	Trustee
Mr Andrew Holmes	Trustee
Mr Michael Kirwan	Trustee
Professor Michael Lynch	Trustee
Professor Malcolm McLeod	Trustee
Professor Stuart Monro	Trustee
Mr Ian Ritchie	Trustee
Sir John Ward	Trustee
Mr Iain Watt	Trustee

Dr Gordon Rintoul (GR)	NMS Director
Mr Andrew Patience AP)	Director of Finance & Resources
Ms Julie Brown (JB)	Head of Corporate Policy & Performance
Ms Fiona Bell (FB)	RMP Project Director/Director of Estates & Facilities Management (for Item 9)
Mr Peter Williamson (PW)	Managing Director of NMSE Limited (for Item 11)
Ms Jane Carmichael (JC)	Director of Collections (for Item 12)

Apologies:

Dr Isabel Bruce	Trustee
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ACTION

ITEM 1 – APOLOGIES

1.1 Apologies had been received from Isabel Bruce.

ITEM 2 – MINUTES OF THE MEETING HELD ON 13 NOVEMBER 2009

2.1 The minutes of the meeting held on 13 November 2009 were approved.

ITEM 3 – MATTERS ARISING

3.1 Matters arising from the last meeting were taken under the main agenda items.

ITEM 4 – DECLARATION OF INTERESTS

4.1 The Chairman confirmed that this was a new standing item on the agenda. It was noted that there were no declaration of interests regarding the substantive items on the agenda.

ITEM 5 – CHAIRMAN’S REPORT TO THE TRUSTEES

5.1 The Chairman presented his report. National Museums Scotland was still awaiting dates from the Scottish Government for the first meeting of the Chairman and Director with Fiona Hyslop (the new Minister for Culture & External Affairs).

5.2 The Board discussed the forthcoming Trustee recruitment round and succession planning. The Chairman confirmed that the plan was to advertise three vacancies by March/April with a view to the new Trustees commencing in the autumn.

5.3 The Board noted that the National Galleries of Scotland and the National Library of Scotland had now accepted the Government’s proposed wording of potential amendments to the Public Services Reform (Scotland) Bill and ancillary supporting documentation. National Museums Scotland’s response had been that the amendments did not provide sufficient safeguards for the National Collections due to their complexity and possible issues around the Bill’s interpretation by future Governments. The Director confirmed that the first day of Stage 2 of Bill had begun on 26 January and the Finance Committee had considered the first tranche of amendments to the Bill.

ITEM 6 – DIRECTOR’S REPORT TO THE TRUSTEES NMS (2010) 01

6.1 The Director presented his report which had been circulated.

6.2 It was noted that there had been no concrete progress on the long term future of the Scottish Mining Museum at Newtongrange. However, the Scottish Government had arranged a meeting for early February involving senior representatives from National Museums Scotland, the Heritage Lottery Fund, Historic Scotland, Museums Galleries Scotland and the Mining Museum itself. The Board of Trustees confirmed its position that National Museums Scotland should not become responsible for the Scottish Mining Museum, but that our organisation continued to be willing to play an advisory role in identifying a long term solution to the issues it faces.

6.3 The Director reported that the Scottish Government had recently prepared and sent each of the National Collections Institutions a new draft Management Statement/ Financial Memorandum. The Board noted that the draft differed from the revised version agreed by the previous Government and the National Museums in 2007, which was subsequently not implemented.

It was agreed that any new Management Statement and Financial Memorandum would have to come back to the Board for approval.

6.4 The Director confirmed that the organisation was about to commission a Masterplan for the redevelopment of the National Museums Collection Centre and that the Government had noted our capital requirement associated with estates investments for the next Spending Review.

GR, JB

ITEM 7 – FINANCIAL REPORT**NMS (2010) 02**

7.1 Andrew Patience presented his report which had been circulated. For the period to 31 December, the National Museums Scotland budget for 2009/10 showed a small surplus. This reflected the organisation's efficiency/savings programme, and a timed saving on Royal Museum Project initiatives. These were offset by deferred project expenditure from 2008/09. The forecast for the year was ahead of budget due to utility and salary savings offset by additional income/operational costs.

ITEM 8 – REPORTS FROM COMMITTEES**(i) Minutes of the Audit Committee meeting held 13 November 2009**

8.1 The Chairman noted that the minutes of the Audit Committee meeting held on 13 November had been circulated.

8.2 The Board discussed the current financial climate and the forthcoming Government Spending Review for 2011-14.

The Director confirmed that a paper would come to a future Board meeting for consideration.

GR, AP**(ii) Verbal Report from the NMSE Ltd Board meeting held on 29 January 2010**

8.3 Michael Kirwan, Chairman of National Museums Scotland Enterprises Ltd Board, gave a verbal report on the NMSE Ltd Board meeting held on 29 January 2010. The Board noted that the overall budget for the year was on target and that the budget for 2010/11 had now been agreed. Furthermore, the work on the plans for the future and the reopening of the Royal Museum in 2011 were now being progressed in earnest.

8.4 Michael Kirwan confirmed that a formal proposal would come to a future Board meeting regarding a temporary loan to provide short term working capital for the new commercial investments associated with the Royal Museum Project.

MK, PW

It was agreed that examples of new retail stock items would be shown to Trustees as part of a presentation at a future Board morning session.

MK, PW**ITEM 9 – ROYAL MUSEUM PROJECT: PROGRESS REPORT****NMS (2010) 03**

9.1 Fiona Bell introduced the report which had been circulated and tabled photographs showing progress to date. Fiona Bell reported the following:

- Following a review by the organisation, there had been a change in the sub-consultancy service arrangements associated with the exhibitions with respect to contract administration and coordination.
- The exhibition fit-out tender documents had subsequently been amended to include contract administration and coordination services. This has led to a slight delay in the tender invitations being issued to the potential contractors in January.

- The scope of service of the quantity surveyors had been extended to include a full service in respect to the exhibitions.

9.2 The Board noted that the Project remained on time and budget. Fiona Bell reported that a thorough review of contingency had been undertaken since the last meeting and it had concluded that:

- The main works contingency was now greater than last reported.
- There were no new or increased risks.
- As matters currently stood, the available contingency would meet the current project scope.
- The contingency position would become clearer once the delayed exhibition fit-out tenders had been received in March.

9.3 The Chairman requested that Trustees be informed of the titles of the new galleries before they were finalised.

FB

9.4 In response to a query, the Director confirmed that examples of the Royal Museum finishes would be ready to show to Trustees in the summer.

GR, FB

ITEM 10 – DRAFT STRATEGIC PLAN 2006-2012 (2010/11 UPDATE) NMS (2010) 04

10.1 The Director introduced the draft 2010/11 update of the Strategic Plan 2006-12. Trustees provided feedback on the financial aspects of the draft, including the funding assumptions going forward, dependencies, and the organisation's previous and ongoing success in improving efficiency.

10.2 It was noted that the final version of the Plan would be submitted to the Board in March for approval.

GR, JB

ITEM 11 – IMPROVING INCOME GENERATION NMS (2010) 05

11.1 Peter Williamson joined the meeting and presented his paper which had been circulated. The Board welcomed the paper which reported on the initial outcomes of the recent review undertaken to inform our current and future work on increasing income generation.

11.2 It was appreciated that, due to the workload arising from the Royal Museum Project, not all of the potential projects could be reviewed and implemented in the immediate future. The Board advised that, in the medium term, the organisation should identify and progress the top five or six initiatives which were deliverable and would achieve the most effective financial return.

GR, PW

ITEM 12 – REVIEW OF COLLECTIONS ACTIVITY NMS (2010) 06

12.1 Jane Carmichael joined the meeting and presented her report which had been circulated. The Board of Trustees noted progress on: recent acquisitions, research, and the outcome of the review of Natural Sciences.

12.2 The Chairman thanked Jane Carmichael and Alison Morrison-Low (Principal Curator of Science) for the presentation on our lighthouse collection during the Board's morning session.

It was agreed that the standing agenda discussion on major acquisitions or discoveries in the collections, with the objects available for Trustees to see, was valuable and that future presentations would also illustrate and cover the future planned display of objects. It was also suggested that research might be considered as a future topic.

JC

ITEM 13 – FORWARD PROGRAMME OF BUSINESS NMS (2010) 07

13.1 The Board noted the Forward Programme of Business.

ITEM 14 ANY OTHER BUSINESS

14.1 There was nothing to report.

ITEM 15 DATE OF NEXT MEETING

15.1 The next meeting will be held Friday, 26 March 2010 in the National Museum of Scotland, Edinburgh.