

**NATIONAL MUSEUMS SCOTLAND
BOARD OF TRUSTEES**

**MINUTES OF THE MEETING HELD ON 10 JUNE 2015 AT THE NATIONAL MUSEUM OF
SCOTLAND, EDINBURGH**

Present:

Mr Bruce Minto	Chairman
Professor Chris Breward	Trustee
Dr Isabel Bruce	Trustee
Mr Gordon Drummond	Trustee
Mr Christopher Fletcher	Trustee
Dr Anna Gregor	Trustee
Mr Andrew Holmes	Trustee
Dr Brian Lang	Trustee
Ms Lynda Logan	Trustee
Mr Miller McLean	Trustee
Professor Walter Nimmo	Trustee
Mr Jamie Troughton	Trustee

Dr Gordon Rintoul (GR)	NMS Director
Mr David Spilsbury (DS)	Director of Finance & Planning
Ms Julie Brown (JB)	Head of Corporate Policy & Performance
Ms Fiona Stewart (FS)	Director of Estates & Facilities (for Item 7)
Ms Heather Caven (HC)	Head of Collections Services (for Item 8)
Ms Catherine Holden (CH)	Director of External Relations (for Item 9)
Ms Sheilagh Stewart (SS)	Head of Human Resources (for Item 10)
Ms Ruth Gill (RG)	Director of Public Programmes (for Items 11 and 12)

Apologies:

Dr Catriona Macdonald	Trustee
Ms Eilidh Wiseman	Trustee

ITEM 1 – APOLOGIES

1.1 Apologies were received from Catriona Macdonald and Eilidh Wiseman.

ITEM 2 – MINUTES OF THE MEETING HELD ON 25 MARCH 2015

2.1 The minutes of the meeting held on 25 March 2015 were approved.

ITEM 3 – MATTERS ARISING

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

ACTION

ITEM 4 – DECLARATION OF INTERESTS

4.1 It was noted that there were no declarations of interests from Board members in relation to the substantive items on the agenda. However, the Chairman noted, as previously declared, the potential interest of himself and Walter Nimmo in relation to the Chambers Street Public Realm Project (ref. agenda item 12).

ITEM 5 – DIRECTOR’S REPORT TO THE TRUSTEES

NMS (2015) 23

5.1 The Director presented his report which had been circulated and highlighted the sections regarding senior management recruitment, pay matters and the positive results arising from the recent staff survey.

5.2 The Board of Trustees received the following attached documents:

- The Operational Plan 2011-16 outturn report for 2014/15.
- The Operational Plan 2011-16 targets and deadlines for 2015/16.
- The KPI out-turn for 2014/15 and the targets for 2015/16.
- A copy of the Scottish Government’s updated “On Board” guidance for Board members of public bodies in Scotland.

ITEM 6 – FINANCIAL REPORT

NMS (2015) 24

6.1 David Spilsbury presented his report which had been circulated. The Board noted that:

- It was still expected we would achieve a balanced position with lower than budgeted self-generated income offset by lower than budgeted costs for 2014/15.
- All Grant-in-Aid funding from the Scottish Government will have been claimed and spent within the year.

ITEM 7 – SUSTAINABLE DEVELOPMENT STRATEGY 2015-20

NMS (2015) 25

7.1 Fiona Stewart joined the meeting to present her paper which had been circulated. During the Board’s discussion, the importance of sustainability in helping to improve efficiency and effectiveness was stressed, as was the growing public interest in sustainability issues including carbon-based fuel sources.

7.2 The Board of Trustees proceeded to approve the Sustainable Development Strategy 2015-2020, including the policy statement at Appendix 1.

ITEM 8 – MUSEUM ACCREDITATION SUBMISSION

NMS (2015) 26

8.1 Heather Caven joined the meeting and presented the paper which had been circulated. Trustees noted the timeline for Accreditation, and approved the two revised Collections policies subject to one amendment to the wording in each document.

ITEM 9 – ANNUAL REVIEW 2015: OUTLINE

NMS (2015) 27

9.1 Catherine Holden joined the meeting and presented the outline paper which had been circulated.

9.2 The Board of Trustees noted the planned approach to the Annual Review 2015 which would be published in November. As in previous years, the final text and design of the Review would be approved by the Director. Comments and suggestions from Trustees included: spotlighting our national and collaborative activities; our role in promoting education and enjoyment; our work on improving sustainability, efficiency and effectiveness; the inclusion of more quantitative measures and some comparisons with peers and competitors; and the use of more links and QR codes in the document for readers who are keen to find out more.

ITEM 10 – HEALTH & SAFETY ANNUAL REPORT

NMS (2015) 28

10.1 The Board of Trustees noted the contents of the 2014/15 Annual Report on Health & Safety, and discussed some of the specific incidents and the lessons learned.

ITEM 11 – EQUALITY & DIVERSITY ANNUAL REPORT

NMS (2015) 29

11.1 The Board of Trustees received the Equality & Diversity Annual Report for the financial year 2014/15, and noted the progress made by the Equality & Diversity Steering Group and the work to be achieved in this coming year.

11.2 Ruth Gill undertook to make some revisions to section 2.4 of the report and recirculate it to Trustees.

RG, JB

**ITEM 12 – NATIONAL MUSEUM OF SCOTLAND
MASTERPLAN PHASE 3: UPDATE**

NMS (2015) 30

12.1 On behalf of the Board, the Chairman thanked Ruth Gill and her colleagues for the tour earlier in the day of the works to date on the new NMoS Masterplan Phase 3 galleries.

12.2 Ruth Gill presented the report which had been circulated. The Board of Trustees noted:

- The progress made on the Exhibition Fit-Out contract, including the granting at the start of June of Trustees' approval and Heritage Lottery Fund approval to proceed.
- That the Chambers Street project would now be going ahead, subject to appropriate permissions being granted.

**ITEM 13 – NATIONAL MUSEUM OF SCOTLAND
MASTERPLAN PHASE 4: UPDATE**

NMS (2015) 31

13.1 The Board of Trustees noted the submission of the project bid to HLF on 20 May (for the 29 May deadline).

ITEM 14 – NATIONAL MUSEUMS COLLECTIONS CENTRE: MASTERPLAN, NEW BUILD PROJECT AND EXTENSION TO BUILDING 1: UPDATE **NMS (2015) 32**

14.1 The Director presented the update report which had been circulated.

14.2 The Board of Trustees noted:

- The continued dialogue with the National Galleries of Scotland and Historic Environment Scotland with regard to fully realising the potential of Granton developments.
- The successful completion of the New Building and that this would be the last report presented to the Board of Trustees in relation to this project.
- The conclusion of the sale of Leith Customs House.
- The progress made on the Extension to Building 1.

14.3 The Director confirmed that a paper on the revised vision for the National Museums Collection Centre was in development and would be brought to the next meeting for consideration.

GR, FS

ITEM 15 – NATIONAL MUSEUM OF FLIGHT DEVELOPMENT PLAN PHASE 2: UPDATE **NMS (2015) 33**

15.1 The Board of Trustees noted the update report.

ITEM 16 – DIGITAL MEDIA: PLANS AND PROGRESS **NMS (2015) 34**

16.1 The Board of Trustees welcomed the update report, and looked forward to the bigger digital media session planned for early 2016 which would include a demonstration.

CH

ITEM 17 – COLLECTIONS ACTIVITY REPORT **NMS (2015) 35**

17.1 The Board of Trustees noted the update report which included progress on acquisitions, capital projects and staffing. They also welcomed the appointment of the new Director of Collections who was due to commence with National Museums Scotland in the latter half of September.

ITEM 18 – REPORTS FROM COMMITTEES

(i) Minutes of the Personnel & Remuneration Committee held on 25 March and 29 April 2015

18.1 The Chairman noted that the minutes of the Personnel & Remuneration Committee meeting held on 25 March and the draft minutes of the meeting held on 29 April 2015 had both been circulated.

18.2 Anna Gregor (member of the Committee) confirmed that a number of projects were underway and that there would be progress to report on at the next meeting.

(ii) Minutes of the Finance Committee meeting held on 21 May 2015

18.3 The Chairman noted that the draft minutes of the Finance Committee meeting held on 21 May 2015 had been circulated.

(iii) Verbal Report from the NMS Enterprises Board Ltd meeting held on 05 June 2015

18.4 Gordon Drummond (Chairman of the NMS Enterprises Board Ltd Board) reported on the key issues arising from the meeting held on 05 June 2015, including: the 2014/15 budget out-turn; the good start to 2015/16; the extension of the catering contract; the recent review of HR policies and the positive NMSE Ltd staff survey results.

ITEM 19 – FORWARD PROGRAMME OF BUSINESS

NMS (2015) 36

19.1 The Board noted its Forward Programme of Business.

19.2 The Chairman highlighted the diary of forthcoming events (ref. Appendix 3 of the Director's Report to Trustees).

ALL

ITEM 20 – ANY OTHER BUSINESS

20.1 Further to the Board strategy day on 30 April and the staff consultation exercise from late April to early June, a draft Strategic Plan 2016-20 outline would be prepared for consideration at the next Board meeting.

DS, JB

ITEM 21 – DATE OF NEXT MEETING

21.1 The next meeting will be held Wednesday, 23 September 2015 at the National Museum of Rural Life in East Kilbride.