



**Royal Commission on the Ancient and Historical Monuments of Scotland**

**Minute of the Plenary Meeting held at John Sinclair House  
at 10am on Tuesday 31 August 2010.**

<b>Present:</b>	
Professor J Hume (Chairman), Dr K Byrne, Mr M Hopton, Dr J Huggett, Professor J Hunter, Mr P Jardine, Dr G Masterton, Dr S Nenadic, Ms E Reid, Mrs D Murray (Secretary), Ms R Bailey, Mrs L Ferguson, Mr D Mackie, Mr R Turner, Dr A Jackson (minutes).	
<b>Apologies:</b>	
Mr T Dawson, Ms J Quartson-Mochrie, Ms J McCoy	
<b>1. Reserved Business</b>	
<b>2. Minutes and matters arising from the Plenary meeting of 2 July 2010</b>	
The minutes were approved with no further matters arising.	
<b>3. Secretary's Report</b>	
Discussion focused on the meetings with new sponsor team at Historic Scotland, the submission of a tender for the Buildings at Risk Register, the SURE project, and a meeting with Professor Bruce Gittings regarding the establishment of a national gazetteer. Dr Byrne observed that EDINA is interested in merging with a national gazetteer project. Mr Turner reported that RCAHMS met with Historic Scotland to discuss the tender for the Buildings at Risk Register.	
Mrs Murray stated the intention to position RCAHMS as a knowledge hub that allows everybody to contribute data to the record and the highlighted the use of events module in the database to distinguish the provenance of data held in the database.	
Mrs Murray proposed that the Data Strategy be presented at the December Plenary.	Mrs Murray
<b>4. Financial &amp; Staffing Report</b>	
Mrs Murray reported that RCAHMS has in place an advisory recruitment freeze for all non-externally funded posts.	
RCAHMS financial report was presented under item 5.	
<b>5. Business Plan</b>	
Mrs Murray outlined the structure of the draft Business Plan.	
Mr Mackie gave a presentation on RCAHMS financial projections for the period 2010-15. RCAHMS funding from Scottish Government has decreased since 2008-9, and the forecast for 2011-12 to 2014-15 anticipates further cuts in funding. Over this period accommodation costs will rise and fixed costs have limited flexibility for reducing costs; only staffing and variable operating expenditure can be reduced but to the serious detriment of RCAHMS operations. Mr Jardine noted that while RCAHMS operations would be seriously damaged by the cuts, the Scottish Government would only net a small saving. Discussion focussed on project income.	

<p>Mr Turnbull reported that there are structural and market issues that will impact on the income generation. There are also key income generating areas that are difficult to predict, e.g. mass market publications. The prudent forecast for Enterprises is that income will flat line.</p> <p>Ms Bailey noted that Waterstones have awarded <i>Above Scotland's Cities</i> Book of the Month for October and have agreed to promote <i>Victorians</i> at the front of their shops for the Christmas period.</p> <p>Dr Masterton proposed that, if publications generate income and maintain RCAHMS profile, it is essential that - in the context of a reduction in public funding – there are staff allocated to maintain production of publications. Professor Hunter suggested that RCAHMS research titles also focus on subjects with popular appeal e.g. golf courses and football stadia.</p> <p>Mrs Ferguson reported that the Scottish Government has allocated £1.9 million in capital to help alleviate RCAHMS accommodation issues. Mr Hopton argued that the money is best spent on improving accommodation in John Sinclair House with a view to extending the lease that is due to expire in 2016. Reich and Hall have been commissioned to undertake an appraisal of John Sinclair House with a remit to optimise the use of space. The Baileyfield archive will be moved from Baileyfield to Murrayburn. The National Archives (TNA) are funding the storage of The Aerial Reconnaissance Archive (TARA) at Wincanton on an agreement that will come to an end in June 2011. Mrs Ferguson also reported on visits to two properties in West Lothian but these will likely be too expensive.</p> <p>Mrs Murray reported on the recent Strategic Management Team's Away Day that focused on articulating RCAHMS Future Strategy, subsidiary strategies (e.g. IT Strategy, Data Strategy, Public Services Strategy etc.) and operational plans in the context of the anticipated cuts in funding. Mrs Murray highlighted the scenario planning exercise, emphasising the need for RCAHMS to streamline systems and procedures and focus on high impact, high visibility projects. The Strategic Management Team has also discussed the need to concentrate on an integrated approach to RCAHMS work based on key themes.</p> <p>Discussion turned to the measurement of the substantial economic and social impact of RCAHMS activities. It was agreed that this area should be investigated further in discussion with the Scottish Government and other public bodies.</p> <p>The Chairman thanked staff.</p>	Mrs Murray
<b>6. AOCB</b>	
Mrs Murray proposed that the next programme committee be scheduled for Thursday 28 2010. The Corporate Affairs Committee and Scran Trust/RCAHMS Enterprises Board is scheduled for Friday 29 2010.	

**ACTION POINTS**  
**Plenary Meeting of Friday 2 July 2010.**

	<b>ACTION POINTS</b>	<b>Action By</b>	<b>Action Status</b>
1.	Item 3. Data Strategy to be presented at the December Plenary.	Mrs Murray	Pending
2.	Item 5. Staff to investigate methods of capturing and measuring RCAHMS economic and social impact.	Mrs Murray / Strategic management Team	In progress