



Royal Commission on the Ancient and Historical Monuments of Scotland

**Minute of the Plenary Meeting held at John Sinclair House
at 10am on Friday 11 February 2011.**

Present:	
Professor J Hume (Chairman), Dr K Byrne, Mr T Dawson, Mr M Hopton, Dr J Huggett, , Mr P Jardine, Dr G Masterton, Ms J Quartson-Mochrie, Ms E Reid, Mrs D Murray (Secretary), Ms R Bailey, Mrs L Ferguson, Ms J McCoy, Mr R Turner, Dr A Jackson (minutes).	
Apologies:	
Professor J Hunter, Mr D Mackie	
1. Reserved Business	
2. Risk Audit Committee Report and discussion of Annual Accounts	
Mrs Stevenson (HendersonLoggie) joined the meeting and outlined highlights of RCAHMS consolidated accounts. The accounts showed a healthy surplus. There were 4 adjustments to be made that required a restatement of the opening balance for 2009/10. The key issues raised in the Audit Management Report included the Scottish Government imprest system, restricted funds, matching purchase orders, and personnel files. Commissioners thanked HendersonLoggie for their work particularly the work on the prior year adjustments. It was agreed that there should be a seminar for Commissioners that would focus on understanding the accounts. Commissioners thanked Mrs Stevenson and her colleagues at HendersonLoggie.	Mr Mackie
3. Minutes and matters arising from the Plenary meeting of 31 August 2010	
The minutes were approved with no further matters arising.	
4. Matters arising from RCAHMS Enterprises Board and Corporate Affairs	
The minutes were reviewed.	
5. Secretary's Report	
The Secretary outlined highlights of the report including: the Historic Environment Amendment Bill, SWISH, Scotland's Places, and Community Engagement.	
6. Financial & Staffing Report	
Dr Jackson outlined the main staffing changes. Mrs Murray reported that Mr Turner has been working on a restructuring of the Survey and Recording Group. The new structure will be presented to Commissioners at the next meeting. Dr Jackson gave a presentation on RCAHMS financial projections for the period 2010-15. Discussion focussed on the development of a pipeline system to identify, develop and monitor potential new income sources. Mr Turnbull reported that there is an opportunities section in the customer relationship management system that is being developed to serve this purpose.	Mr Turner

<p>Ms Bailey reported on success in securing AHRC funding for two projects: Beyond Text and Connected Communities.</p> <p>Dr Byrne reported that the Open Street Map bid was unsuccessful.</p> <p>Dr Masterton noted the importance of RCAHMS Enterprises</p> <p>The form in which the accounts are presented to Commissioners to be reviewed.</p>	<p>Mr Mackie</p>
<p>7. Draft Business Plan</p>	
<p>Discussion focussed on structure, style and presentation of document, web traffic figures, performance measures, the use of charts and maps and the issue of storage accommodation.</p> <p>Commissioners agreed that the order should be revised thus: Future Priorities, Operational Plan, Outcomes/Performance Indicators, Context, Key Achievements, Draft Budget and Future Scenarios.</p> <p>The layout of tables and charts in relation to the text should be reconsidered.</p> <p>Mr Turnbull suggested that a paragraph be added on customers to Context and Future Priorities.</p> <p>Forward income and expenditure projections are to be revised.</p> <p>Mr Hopton suggested that tables be used to present key points relating to each scenario, the impact of funding changes, and mitigation that RCAHMS will take.</p> <p>Mr Hopton observed that the accommodation issue must be referred to more prominently in RCAHMS Business Plan.</p> <p>Commissioners thanked staff for their work.</p>	<p>Mrs Murray</p> <p>Ms Bailey</p> <p>Mrs Murray</p> <p>Mr Mackie</p> <p>Mrs Murray</p> <p>Mrs Murray</p>
<p>8. Buildings and Estates Committee Report</p>	
<p>Mrs Ferguson outlined the pre-circulated summary and lessons learnt documents, highlighting the refurbishment of John Sinclair House, the Baileyfield move and the procurement of a new contract for the storage of The Aerial Reconnaissance Archive (TARA). In January, RCAHMS was granted a large capital sum to expend on the refurbishment of John Sinclair House by 31st March 201 1 and discussion focused on a number of related issues. Mr Hopton raised concerns regarding the perception of where the fault lies in terms of the decisions that have impacted on RCAHMS current accommodation situation. Commissioners suggested that there should be a meeting with Ruth Parsons to highlight the issues and develop a way forward.</p> <p>The Chairman proposed that he meet with the Permanent Secretary to discuss RCAHMS accommodation and seek his support. The Chairman, Mrs Murray, Mrs Ferguson, Mr Jardine, Mr Hopton and Dr Masterton to work on developing strategy for discussion with the Scottish Government.</p>	<p>Chairman</p> <p>Chairman</p>
<p>9. Strategies</p>	
<p>Mrs Murray asked Commissioners to forward any comments that they might have on the strategies. These will be considered in more detail at the Programme Committees.</p>	
<p>10. Update on Britain from Above; BBC contract; Skills for the Future; and Buildings at Risk Register.</p>	

<p><i>Britain from Above</i> Mrs Ferguson reported that the project started on the 1st February. RCAHMS is taking the lead in Web Development. Cataloguing will start later in 2011 and Outreach activities will start in 2012.</p> <p><i>BBC Contract</i> Ms Bailey reported on work with BBC to produce a documentary on aerial reconnaissance using the NCAP collections. RCAHMS is contracted to provide specialist research, images and licenses. Ms Bailey highlighted the benefits that this work is expected to yield in terms of future revenue, recognition, research and outreach activities.</p> <p>Dr Byrne suggested that this work might tie in well with the PSP (Policy Support Programme) funding stream from the European Union. There is a requirement to work jointly with European partners. Ms Bailey to investigate.</p> <p><i>Buildings at Risk Register (BARR)</i> Mr Turner reported on the BARR, funded by Historic Scotland through RCAHMS Enterprises. The transfer of BARR is in hand, including the TUPE of BARR staff currently based at The Scottish Civic Trust. The BARR is the performance indicator for Historic Scotland for the health of the built environment for Scotland. A stakeholder group will also be set up for professional, academic and local groups. BARR will be assimilated into Canmore. There are also synergies with other work streams (e.g. the Threatened Buildings Survey).</p>	Ms Bailey
Item 11. AOCB	
<p>Ms Quartson-Mochrie has agreed to chair the Education & Outreach Committee.</p> <p>Dr Jackson circulated the Calendar of Meetings 2011. Mrs Murray asked Commissioners to confirm whether the dates are convenient. Ms Reid observed that she was unable to attend the September Plenary. Dr Byrne reported that she is not able to make the May Programme Committee. Dr Jackson to identify alternative dates.</p> <p>Mrs Murray suggested that the Programme Committee in May should review the past year and affirm the operational plan for the year ahead.</p> <p>The Chairman and Commissioners thanked staff.</p>	Dr Jackson

ACTION POINTS
Plenary Meeting of Friday 11 February 2011.

	ACTION POINTS	Action By	Action Status
1.	Item 2. Seminar on understanding the accounts to be organised for Commissioners.	Mr Mackie	Pending
2.	Item 6. New structure for the Survey & Recording Group to be presented to Commissioners	Mr Turner	Pending
3.	Item 6. The form in which the accounts are presented to Commissioners to be reviewed.	Mr Mackie	In progress

4.	<p>Item 7. Structure and layout of illustrations in the Business Plan are to be revised. Additional text to be inserted relating to RCAHMS focus on customers to Context and Future Priorities.</p> <p>Forward income and expenditure forecasts are to be revised.</p> <p>RCAHMS accommodation issues to be referred to more prominently in RCAHMS Business Plan.</p> <p>Key points relating to each scenario, the impact of funding changes, and RCAHMS mitigation to be presented more clearly in tabular form.</p>	<p>Mrs Murray / Ms Bailey</p> <p>Mr Mackie</p> <p>Mrs Murray</p> <p>Mrs Murray</p>	In progress
5.	<p>Item 8. Chairman to meet with Ruth Parsons to highlight accommodation issues and develop a way forward.</p>	Chairman	Pending
6.	<p>Item 8. Chairman to meet with the Permanent Secretary to discuss RCAHMS accommodation situation.</p>	Chairman	Pending
7.	<p>Item 8. RCAHMS to develop a strategy for discussion with the Scottish Government.</p>	Chairman/Mrs Murray, Mrs Ferguson/Mr Jardine/Mr Hopton/Dr Masterton	In progress
8.	<p>Item 10. Potential funding bid to the European Union's PSP funding stream involving TARA to be explored.</p>	Ms Bailey	In progress
9.	<p>Item 11. Dr Jackson to identify alternative dates for the September Plenary meeting.</p>	Dr Jackson	Completed