

EDINBURGH WORLD HERITAGE TRUST

(Incorporated in Scotland and limited by guarantee, Registered Number: SC195077 Scottish Charity No. SC037183)

MINUTES of the MEETING of the BOARD of DIRECTORS of EDINBURGH WORLD HERITAGE TRUST held at 1 Charlotte Square, Edinburgh EH2 4DR on Monday 2nd October 2017 at 4.00pm.

PRESENT: Trustees
Brian Lang
Jeremy Chittleburgh
James Garden
Jim MacDonald
Cllr Lewis Ritchie
Dorothy Wright

Chairman

IN ATTENDANCE: Jenny Bruce, CEC

EWH staff
Adam Wilkinson
Kay Marwick

Director
Business & Office Manager

APOLOGIES: Cllr Maureen Child
Mark Hopton
Julia Miller
Colin Morrison
Chris Watkins
David Williamson

Action

Chairman's introduction

1. The Chairman welcomed everyone to the meeting, especially the new CEC appointments to the Board, Cllrs Lewis Ritchie and Maureen Child, which the Council had re-confirmed in August. Their appointments were formally agreed by the Board.
2. The Appointments Committee had met with Julia Miller and recommended to the Board that she should be appointed as a new trustee. The Board agreed that this appointment would be formalised at the Board meeting on 4th December 2017.
3. Declaration of interests: None

Minutes of Board meeting 17th July 2017 (circulated)

4. The minutes of the Board meeting of 17th July 2017 were approved and signed by the Chairman. These were also approved for the website, reserving paras 18-20 as confidential, under EWH's agreed definition of "confidential business".

Progress report on matters arising from Board minutes (circulated)

5. The report on matters arising was noted and reported elsewhere on the agenda with the exception of the following.

6. The Director's meeting with Paul Lawrence, CEC's Director of Place had been postponed. Work is ongoing with regard to the CEC service level agreement for 2018-21 with a deadline of December.

Summary of funding position (*circulated*)

7. The Board noted the positive position of the summary of funding for 2017-18.
8. The initial forecast for 2018-19 was discussed. The success of the strategy to diversify income sources was noted and should be maintained and extended.
9. Cllr Ritchie confirmed his strong support for EWH but the CEC budgetary constraints were acknowledged. The risk of a decrease in funding from CEC was noted.
10. The Director confirmed that the first draft of the HES business plan would be discussed with HES at the end of October.
11. The Chairman noted that membership should continue to be a priority.
12. There was a discussion about options for the dinner in 2018 and whether it was sustainable as an annual event. Further consideration should be given to this issue after the 2017 dinner on 3rd November.

JG / NH

Finance report (*circulated*)

Management accounts at 31/08/17

13. The finance report was noted. The management accounts were broadly in line with expectations.

Finance & GP minutes for 04/09/17 (*circulated*)

14. The minutes were noted.

Audited Accounts 2016-17 (*circulated*)

15. Jeremy Chittleburgh reported on the audit. The auditor had raised no concerns. In summary, there was a small operational deficit. The designated fund had continued to be drawn down for fundraising and the Tron project. The balance sheet was strong.
16. The pension liability had been adjusted to £508,000 but there was no other change to the situation with the LPF. The triennial valuation was due in October.
17. The Board approved the accounts and authorised the Chairman and Jeremy Chittleburgh to sign them.

BL / JC

Letter of representation

18. The Chairman was authorised to sign the letter of representation.

BL

Subsidiary Companies

19. The accounts for the two dormant subsidiary companies were approved and the Chairman was authorised to sign them.

BL

Paragraphs 20-26 reserved as confidential

Safe Travel

Safe Travel Policy (circulated)

27. It was noted that the Safe Travel Policy had been through several iterations, had been shown to the British Council and had been benchmarked against other organisations working in difficult places. The key elements were that EWH had the right to recall travelling employees, that travelling employees had the right to leave and that employees had the right to refuse to travel.
28. The Board approved the Safe Travel Policy.

Safety Briefing Turkey (circulated)

29. The Director confirmed that there was no intention to travel to Diyarbakir.
30. There was an in-depth discussion about travel to Mardin:
- The Foreign & Commonwealth Office advised against all but essential travel to Mardin but there was no definition of what constitutes “essential travel”.
 - The British Council (a sponsored department of the FCO) was planning to travel to Mardin in November for a meeting with all CPF projects in the region.
 - Advice had been sought from multiple sources, including the safety advisor (Control Risks) and within Turkey.
 - Full consideration of the risks, issues and mitigations were detailed in the briefing note and all risks were manageable.
31. The Board expressed their concerns but agreed that staff could travel to Mardin on the following basis:
- Training for all travelling employees must be undertaken prior to travel with the cost borne by the project.
 - All travelling employees must read and comply with the Safe Travel Policy, complete all necessary documentation and be aware of their responsibilities prior to travel.
 - All travelling employees must be pulled out immediately upon the raising of any concerns.
 - Any change of circumstances must be shared with the Board in real time.

AW

Organisational risk register (circulated with covering report)

32. The new style of organisational risk register was noted. Further discussion on this would take place at the next F&GP committee meeting.

F&GP

Director’s report & action plan 2017-18 (circulated with covering report)

33. Reassurance was given to the Board that F&GP was giving due consideration to competing demands on limited resources. SMT was discussing ways to create capacity.
34. The Director asked for thoughts on reshaping the Director’s Report.

All

Grants & Projects reports (*circulated*)

35. The grants and projects reports were noted.

Any other business

36. The Chairman reported on his meeting with Fiona Hyslop, Cabinet Secretary. Two main themes of the discussion were:

- Debate between tourism and conservation should not be made public.
- Greater coordination between World Heritage Sites in Scotland should be encouraged and the Cabinet Secretary asked EWH to lead on skills based support for Scottish WHS.

AW

Date of next meeting: Tuesday 24th October 2017 at 4pm. Venue: 5 Bakehouse Close.