



HISTORIC
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SCOTLAND

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ALBA

MINUTES OF HES EXTRAORDINARY BOARD MEETING

HELD ON 4 OCTOBER 2024

WHITHORN TRUST

Present:

Hugh Hall, Chair
Ian Brennan
Andrew Davis
Emma Herd
Terry Levinthal
Gemma Butterfield
Joe Doogan
Simon Hodge
Gary Jebb
Ann Leslie
Ann-Marie O'Hara

Apologies:

Ian Robertson

In attendance:

Katerina Brown, Chief Executive
Stephen Duncan, Director of Marketing & Engagement
David Mitchell, Director of Cultural Assets
Lindsey Ross, Director of People
Craig Marshall, Interim Director of Finance & Corporate Services
Alison Turnbull, Director of External Relations & Partnerships
Roger Curtis, Interim Director of Operations
Elizabeth McCrone, Director of Heritage
CS, Head of the Chief Executive's Office

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Introduction and Apologies

1. The Chair welcomed everyone to the meeting and outlined that the meeting had been called to formally approve the Annual Report and Accounts.
2. Apologies were noted from Ian Robertson and Craig Mearns, Director of Operations.

ARAC Chair's Annual Report

3. Ian Brennan, Chair of ARAC commended the annual report to the Board. The Board noted the recommendations highlighted in the report and formally approved.

Annual Report and Accounts

4. Craig Marshall, Interim Director of Finance and Corporate Affairs, highlighted the main items reflected in the annual report and the accounts. These had been considered by ARAC and Audit Scotland and both had signified they were content. The Board formally approved the annual report and accounts.

The New Business Model and Financial Framework

5. The Board had previously considered the Business Model and the proposals to Scottish Government via correspondence. The Board Members comments had been addressed and the Board was now asked to formally approve.
6. It was noted that this was a starting point for the process and there was sufficient flexibility within the model and framework to adapt and respond to future needs.
7. The Board formally endorsed in principle the proposed changes to the Financial Framework as set out in email exchanges between the Chair and Board Members. It was noted that the revised Financial Framework will be presented to the Board for approval at its November meeting.

New Board Members and Committee Membership

8. The Chair updated the Board on the recruitment of new Board Members. It was proposed to the Cabinet Secretary to appoint 3 new Members and increasing the Board Membership from 12 to 13 Members.
9. It was understood that new Members had formally received offer letters. The Scottish Government Public Bodies Unit, the Cabinet Secretary and the Chair would now begin liaising over timing of the Board appointments. The Chair undertook to circulate details once it was appropriate to do so.
10. The Chair informed the Board that it was the intention to review current Board Committee Membership and discuss with Committee Chairs and Board Members potential changes over the next few weeks.

11. The Chair took the opportunity to record the Board and Executive Leadership Team's thanks to Ian Robertson and Ian Brennan for their work and support. Both Members will demit office at the end of October.

Board Dumfries & Galloway Visit

12. The Chair and CEO thanked the CE Office Team for their work in pulling together the visit. The Chair invited Board Members to submit any views or comments they might have in relation to the visit to the Head of the CE Office.

Meeting closed.