

Minutes of Meeting of the VisitScotland Board held on 22 July 2021

Present: John Thurso (Chairman)
Anne Anderson
Caroline Roxburgh
Rebecca Brooks
Keith Nicholson
Steven Walker
Cathy Craig
Stephen Hagan

In attendance: Malcolm Roughead (Chief Executive)
Vicki Miller (Director of Marketing, Digital and Brand)
Riddell Graham (Director of Industry and Destination Development)
Ken Neilson (Director of Corporate Services)
Paul Bush (Director of Events)
Lynn Jack (Head of HR)

Minutes: Gayle Biggart

INTRODUCTIONS

1. The Chairman welcomed Board members to the meeting.
2. It was noted that this would be a short Board meeting following the Board Strategy Away Day where various approvals would be sought from the Board.

CONFLICTS OF INTEREST

3. Cathy Craig advised the Board that she had recently accepted a new position as Chief Executive of Argyll and the Isles Tourism Co-Operative Limited. It was advised that as a result of this appointment, Cathy would shortly be stepping down from the VisitScotland Board. Board Members congratulated Cathy on her appointment, thanked her for her contribution to the Board and wished her well for her new role.
4. The Chairman announced that the Scottish Government had recently approved Caroline Roxburgh's second term on the Board and an extension to Rebecca Brooks' and Anne Anderson's term. It was noted that Rebecca would join the Audit and Risk Committee when Cathy steps down.

PROCUREMENT

5. The Director of Corporate Services advised that there were two procurement matters for the Board's consideration. It was noted that the first related to the Media Planning, Buying and Associated Services (UK Domestic Market). It was advised that this contract had been tendered using the relevant Scottish Government Framework. There was a discussion around the response which had been received and reasoning behind other potential suppliers not submitting bids was noted. It was advised that following consideration by the Audit and Risk Committee, the Board paper included some of the suggestions put forward by the Committee and outlined the value which had been demonstrated in the bid submission.

Following consideration, the Board approved the award of the Media Planning, Buying and Associated Services (UK Domestic Market) contract to the incumbent.

6. It was noted that the second matter for consideration related to an application to tender for Concession Contracts for Core Consumer Print. It was noted that it was proposed to tender for a period of 60 months. It was advised that as this is a commission arrangement, there is no cost to VisitScotland. It was noted that the proposed route to tender was through the 'Open' tender process. It was advised that if approved by the VisitScotland Board, an application would also need to be submitted to the Scottish Government Tourism team given the timeframe for this contract.

The Board approved the application to tender for Concession Contracts for Core Consumer Print for a period of up to 60 months.

2023 CYCLING WORLD CHAMPIONSHIPS LIMITED – BUDGET REVIEW

7. The Director of Events and Chair of 2023 Cycling World Championships Limited's Board took Board members through the budget paper. It was noted that a consultant had been engaged to review and provide assurance over the ability to deliver within the current budget envelope. It was noted that feedback from the Principal Funders for the event in relation to the updated budget had also been received and as a result the contingency had been increased. It was advised that the budget had been approved by the 2023 Cycling World Championships Limited Board earlier in July. It was noted that 2023 Cycling World Championships Limited's Management team believed it to be a good budget, with some risk and work still to do to create a final budget.
8. The Chairman noted that the budget as presented had not been examined by the VisitScotland Audit and Risk Committee as 2023 Cycling World Championships Limited has its own Audit and Risk Committee for such scrutiny. It was noted that the VisitScotland finance team had been involved in the process and the Chair of the VisitScotland Audit and Risk Committee had discussed the papers with the Director of Corporate Services and Head of Finance.

The Board noted that there was still further work to be done as outlined in the paper and approved the budget.

AOB

9. It was noted that there had recently been an email exchange amongst Board members regarding the Edinburgh Office. Board Members had been asked to review various papers relating to the Edinburgh Office, and if thought fit, to agree to the proposal. It was noted that one of the papers set out VisitScotland's responses to the points raised by the Scottish Government in relation to the proposal.

Following review of these papers, the Board confirmed its approval for the VisitScotland Edinburgh Office move by email.

CLOSE

10. Thereafter, the meeting was brought to a close.