

Science Museum Group Extraordinary Steering Committee 19 August 2020, 14:00–16.00

Present:

Mary Archer (Chair)
Sharon Flood
Iain McIntosh
Sarah Staniforth
Steven Underwood
Dave Phoenix

In attendance:

Ian Blatchford, SMG Director
Sally MacDonald, Director, Science & Industry Museum
Shri Mukundagiri, SMG Director of Corporate Services
Jonathan Newby, SMG Managing Director
Lacie Southon, SMG Board Secretary

Luan Anderson, Masterplan Programme Director
Craig Bentley, Estate Operations Director
Anna Dejean, Masterplan & Estate Programme Director

1 Apologies for Absence

Karen Livingstone, SMG Director of Masterplan & Estates

2 Declarations of Interest

There were no declarations of interest.

3 Minutes of the Extraordinary Steering Committee on 24 June 2020 and matters arising

The minutes of the previous Extraordinary Steering Committee were reviewed, and two minor amendments were agreed:

- Note that Sharon Flood joined the meeting after item 6.1 due to a potential conflict of interest.
- Note in action tracker that the revised sustainability strategy would be presented to the Board in October 2020 rather than August 2020.

4 Chair's Report

The paper that had been circulated previously was noted. It was reported that the SMG Chair and Peter Hendy met with Darlington MP, Peter Gibson, regarding Locomotion #1. The discussion was positive with regard to returning the locomotive to SMG when the loan agreement expires in 2021.

5 Director's Report

It was noted that the DCMS Secretary of State and the Permanent Secretary attended the Science Museum reopening on 17 August 2020.

It was reported that the Royal Borough of Kensington & Chelsea completed landscaping works on Exhibition Road to improve its safety.

It was stated that the consultants commissioned to support SMG in achieving net zero-carbon would be reporting their findings in September 2020. It was suggested that there was an opportunity to set the target ahead of the comprehensive spending review.

Luan Anderson, Craig Bentley, and Anna Dejean joined the meeting.

6 Masterplan & Estate Committee update

The paper that had been circulated previously was noted. A discussion was had regarding the delays to the completion of Building ONE and associated costs. It was explained that SMG and Kier negotiations are ongoing and Kier are expected to put in a claim which would need to be carefully reviewed.

A discussion was had regarding recommissioning of ventilation systems. Clarification was requested on how SMG is managing the needs of the collection whilst considering vent rates to reduce the potential spread of Coronavirus. It was explained that each area is being monitored very closely through individual humidity tracking sensors and colleagues are working in certain areas for shorter periods of time.

- 6.1 **Air & Space Hall Update**
The paper that had been circulated previously was noted. It was stated that Heads of Terms have been agreed, and work would shortly commence on the agreements necessary to effect SMG's surrender of the lease. A discussion was had regarding the decant and it was suggested that SMG review the decant sequencing internally.
- 6.2 **Estate Capital Programme 2020-21**
The paper that had been circulated previously was noted. The Committee was asked to ratify the principles set out for use of grant. The set of principles used to guide decision making about the funding allocation and programme priorities to meet these principles was explained. It was reported that the final programme and associated costs for allocation of the £3.6m would be presented to the Masterplan & Estates Committee for approval in September 2020.
- The Committee approved** the Estates Capital Programme with a minor amend requested to the wording of one of the principles. **It was agreed** that 'capitalise as much reactive spend as we can' would be reworded to 'implement high-value projects with reducing the burden on reactive budget'. **(Action: KL)**
- 6.3 **Procurement strategy for Vision 2025 professional consultants**
The paper that had been circulated previously was noted. It was reported that the focus would be on key priorities by procuring cornerstone external resources through a mini competition within an existing public procurement framework.
- In parallel the Locomotion Lead Designer (Architect) would be procured via a single stage OJEU tender to be followed by procurement of remaining design consultants utilising OJEU tender.
- The Committee approved** the approach.
- Luan Anderson, Craig Bentley, and Anna Dejean left the meeting.*
- 7 **Finance Committee and Audit & Risk Committee: Progress Report**
The Government's priorities for its Comprehensive Spending Review were noted. It was stated that SMG would develop a medium-term plan and seek funding to match the ambition over the coming years. It was suggested that SMG incorporate an ask for job opportunities for young people within the plan and investigate available funding opportunities to support. **(Action: SMu)**
- The Management Accounts, and associated improvements in reporting were noted. The Coronavirus Job Retention Scheme was discussed and cost of topping up in September and October was noted.
- The financial reporting improvements to Masterplan and Exhibitions Programmes were noted. It was stated that the financial reporting looks to address compliance, delivery, and whole life costs, including what percentage of funding is already secured.
- The Committee noted the updates on key elements of the Annual Report & Accounts. The outstanding audit procedures on the Greater Manchester Pension Fund would be completed before the end of August 2020.
- It was noted that the risk associated with the COVID-19 outbreak has marginally reduced since June but remains the most significant risk facing SMG.
- The revised SMG Plan for 2020-21 was noted. It was explained that in light of the site closures impacting delivery of the original Plan, adjustments were made to include an achievable set of targets. Following trustee feedback, the number of actions was reduced to improve how the framework coincides with SMG's strategic objectives. **The Committee approved** the revised SMG Plan for 2020-21.
- The investment funds sale recommendation was noted, and the Director of Corporate Services invited trustees to provide feedback outside the meeting on the sale.
- 8 **Collections & Research update**
The paper that was circulated previously was noted.
- 8.1 **Collections Development Policy**
It was requested that the draft Collections Development Policy (CDP) be recommended to the Collections & Research Committee (CoRe) for approval in October 2020.

The Museum Accreditation Collections development policy template was noted. It was agreed that it would be useful to have similar authority levels for acquisitions and disposals agreed by trustees. It was suggested that the SMG Board consider increasing CoRe's delegated authority of collections acquisitions and disposals. It was agreed a report would be presented to CoRe that investigates this further. **(Action: SMa)**

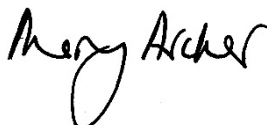
The Committee approved the recommendation to present draft CDP to CoRe for approval.

9 **Any other business**

The Chair noted that this would be the last Extraordinary Steering Committee and thanked all members for their involvement and contributions.

It was stated that the SMG Board meeting in October 2020 would be held in person at the Science Museum. The SMG Chair and Director would review the Covid-19 situation and related government guidance closer to the time to decide if the meeting would take place virtually instead.

Signed by Chair:



Date: 29 / 10 / 20

Action Tracker				
Meeting date	Ref.	Action	Responsible owner	Due date
June 2020	1.	A joint Masterplan & Estate Committee and Finance Committee to be arranged to discuss the Estates Asset Management Plan in more detail.	SMu / KL	2021 (TBC)
June 2020	2.	Amend the sustainability strategy and action plan based on the recommendations from ESC. Present a revised version to the Board.	JK	Oct 2020
August 2020	3.	Incorporate an ask for job opportunities for young people within the comprehensive spending review medium-term plan and investigate available funding opportunities to support.	SMu	Autumn 2020
August 2020	4.	Present a report on increasing the Collection & Research Committee's delegated authority of collections acquisitions and disposals.	SMa	Dec 2020