

**From:** Redacted – 38(1)(b)  
**Sent:** 04 July 2018 12:06  
**To:** Redacted – 38(1)(b)  
**Subject:** V&A Dundee - 2018/19 Revised Offer of Grant

Dear Redacted – 38(1)(b)

Please find attached revised offer of grant for 2018-19 which reflects our recent agreement to the provision of additional revenue funding for this current financial year.

I would be grateful if you can confirm your acceptance by returning a copy to me with the relevant details on page 9 completed. Please also note that the drawdown for the additional funds has been profiled for August 2018 and you should claim accordingly.

We would ask that you confirm a timescale within which we can expect to see an action plan to address the recommendations contained within the KPMG Independent Business Review report

Redacted – 30(b)(ii)

The DDL Board should also be able to evidence that the “Key Questions” on final page of KPMG’s executive summary are being actively discussed at Board level post opening.

Redacted – 38(1)(b) we agreed that you would look to arrange an early meeting Redacted – 38(1)(b) to discuss the timing around next steps for the DDL examination of 2019-20 and medium term delivery options.

Please do let me know if there is anything else you would like to clarify or discuss.

Best regards

Redacted – 38(1)(b) Culture and Historic Environment Division | The Scottish Government | 2-G (South), Victoria Quay | Edinburgh EH6 6QQ | Redacted – 38(1)(b)



## SCHEDULE 2

### GRANT CLAIM FORM

Organisation: Design Dundee Limited

Bank details: Redacted – 33(1)(b)

Project: V&A MUSEUM OF DESIGN DUNDEE

Total agreed grant for 2018-19: £1,361,000

Latest forecast of expenditure of grant for 2018-19: £1,361,000

Grant claimed to date: £1,000,000

Unexpended grant: £361,000

Claim for grant for the period 1 August 2018 to 31 March 2019: £361,000

We hereby claim grant of £361,000 in respect of the above period in accordance with the terms and conditions of the offer of Grant dated 20 March 2018 and the Schedules attached thereto.

Redacted – 38(1)(b)

Date: 1 August 2018

#### Items of Expenditure

Please list in the table below all discrete items of expenditure relevant to the above period and the type of documentary evidence that will be made available on request to substantiate each amount.

A Item	B Amount (£)	C Paid Invoice [Y/N]	D Other (please specify, e.g. certificate of payment in kind)
Eligible Operating costs incurred	£361,000	N	Payroll records/supplier invoices
<b>TOTAL*</b>	<b>£361,000</b>		

\* Note the total should add up to the total expenditure claimed for the period.

**From:** Redacted – 38(1)(b)  
**Sent:** 01 August 2018 11:44  
**To:** Redacted – 38(1)(b)  
**Subject:** DDL Meeting Note

Redacted – 38(1)(b)

Apologies for the delay. What follows is a draft note of our meeting of 25 July. Please do let me know if you would like to add anything.

### Action Plan

Redacted – 38(1)(b) confirmed that a first draft of the DDL action plan to address the recommendations from the KPMG report, would be provided to the Board at their July meeting for initial comment. A further draft will then go forward to the Board in August, following which it will be circulated to funders.

### Governance and Structure

Redacted – 38(1)(b) also confirmed that the August Board meeting would also consider the draft scope for the agreed governance and structure review. Redacted – 30(b)(ii)

Redacted – 30(b)(ii) Redacted – 38(1)(b) agreed with DDL's proposal that the COO attends all Board meetings, providing a report Redacted – 30(b)(ii). Additionally COO would report directly to Audit Risk & Finance Committee.

### Risk Register

Redacted – 38(1)(b) confirmed that a draft of the updated corporate risk register and new management framework will also be presented to the August DDL Board, final draft in September. Going forward the Risk Register should form a key part of the monthly Board papers.

### Financial Reporting

Work, led by Redacted – 38(1)(b), on the development of a full financial reporting package is ongoing and involves the installation of a new IT system. The new system is projected to be fully up and running by October with reports planned from that point. The importance of producing detailed trading information is viewed as a key area as the business opens for business, and the ability to identify key trading trends, and cost management, should be an area of strong focus as the business seeks to understand trading performance issues in the early months of trading.

### Trading Projections and Future Years Funding

Redacted – 30(b)(ii)

Best regards

Redacted – 38(1)(b) | Culture and Historic Environment Division | The Scottish Government | 2-G (South), Victoria Quay | Edinburgh EH6 6QQ | Redacted – 38(1)(b)