DESIGN
COMMISSION
FOR WALES
COMISIWN
DYLUNIO
CYMRU

- Minutes & Resolutions of the Meeting of Tuesday 14th October 2025

Present	
Chair	Ewan Jones
Directors	Cora Kwiatkowski
	Jo Rees
	Barny Evans
	Simon Power
	Simon Jones
	Jon James
	Mike Biddulph
DCFW TEAM	Carole-Anne Davies, Chief Executive
	Jen Heal, Deputy Chief Executive
	Sue Jones, Resources & Finance Manager

DECLARATION OF INTERESTS NOTED

All DCFW Directors, Staff and Panel members are reminded at all times that they are required to declare, in advance, any interests they may have in relation to any agenda item/s that may represent a material conflict of interest, or the perception thereof. In the event of material conflict that cannot be resolved, persons involved must absent themselves from the meeting whilst the relevant agenda item is considered.

All Directors understand and observe full confidentiality of DCFW reports and business at Board meetings and the need to focus on their primary duties as Directors of DCFW Ltd.

1. The Chair opened the meeting at 11.05am and welcomed all attendees.

2. There were no apologies to report.

3. There were no items of AOB that do not appear in the agenda.

4. The minutes of the previous meeting of 5th August 2025 were approved as a true record and all actions have been completed. The minutes were signed electronically by the Chair and Chief Executive.

5. There were no matters arising from the minutes of the 5th August 2025.

6a) <u>Business of the Day</u>
Chair's Report

6.a. The Chair's report was taken as read. No further comments were made on the report.

6b) <u>Business of the Day</u>
Chief Executive's Report

6.a.i.i The Board discussed the completion of DCFW's annual accounts and the recent budgetary increase from WG. WG has also confirmed that the uplift in grant funding will continue for 2026/27.

Based on recent agreements with WG, and the AF&GP content that DCFW remains a going concern now that budgetary issues have been resolved, the Board were content to sign-off DCFW's annual accounts for 2024/25 subject to the removal of one paragraph on page 4 that explains DCFW's request for a Letter of Comfort. This will not be provided by WG as the nature of DCFW's structure and relationship to WG does not warrant one. The AF&GP were agreeable that all issues have been resolved and the Directors are reassured that they are able to continue their fiduciary duties and legal obligations.

6.a.i.ii The Board ratified the recommendation of the AF&GP committee for all staff members to receive a 3.75% salary increase, backdated to 1st April 2025.

6.a.ii The CE explained that, whilst WG have said they don't wish to conduct a tailored review of DCFW as they don't have any concerns, our Sponsor Division would like to undertake a 'light-touch' review of DCFW administered by a 3rd party. DCFW has asked to be consulted on the scope and parameters of a review and are keen to assist in demonstrating the value of DCFW. The Chair will offer assistance to Neil Hemmington, Sponsor Division, to help the process. It is unsure who would carry out such a review so possibly DCFW could provide a list of partners they have worked/collaborated with, this could provide a starting point to the process.

6.a.iii The Board and staff will hold a strategic planning day on Wednesday 22nd October. This will be facilitated by Annabel and Matt of Lloyd PR who undertook a communications workshop with staff recently. The DCE has issued a draft agenda and a SWOT analysis of the organisation. The intention is for all attendees to contribute and to consider ahead of the meeting the areas of DCFW that provide best value and respond to what is needed to improve the build environment in Wales. How can DCFW influence what needs to change?

The strategy workshop will consider the next 5 years and will be refreshed annually in future workshops.

6.a.iv The CE reported that the newly appointed Chair of RSAW is keen to meet DCFW Chair to rebuild the relationship between the two organisations.

7) AOB

There were no item of AOB and the meeting was officially closed by the Chair at 12.15pm

.... 20/1/26 ....

Chair **Date**

JHead .... 20/01/26 ....

Chief Executive **Date**

End of Minutes & Resolutions of the Board of Directors meeting of 14th October 2025