DESIGN COMMISSION FOR WALES
COMISIWN DYLUNIO CYMRU

Summary Minutes & Resolutions of the Meeting of Tuesday 9th June 2026

Present	
Chair	Ewan Jones
Directors	Jo Rees
	Barny Evans
	Simon Power
	Mike Biddulph
	Simon Jones
DCFW TEAM	Jen Heal, Chief Executive
	Lauran Jenkins, Office Manager

DECLARATION OF INTERESTS NOTED

All DCFW Directors, Staff and Panel members are always reminded 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 11.41am.
2. Apologies were received from Jon James and Simon Jones.
3. No additional items of Any Other Business were raised outside the circulated agenda.

4. The minutes of the March Board Meeting were reviewed.

5. Chair's Report

The Chair's Report was taken as read. No further comments were made.

6. Chief Executive Officer's Report

6.1 Finance

The CE noted that the organisation continues to be assessed as a going concern and has received an unqualified audit opinion. Members discussed the current financial position, future liabilities, and ongoing engagement with Welsh Government regarding financial assurance arrangements.

Noted updates to financial management processes and future budget planning, including provision for pension contributions and communications capacity.

6.2 Critical Friend Review

The Board welcomed the findings of the Critical Friend Review and noted its positive recognition of the organisation's work and contribution to design quality in Wales.

Members discussed the development of a five-year strategic plan and the importance of ensuring future organisational priorities align with Welsh Government objectives. The Board also considered approaches to performance reporting and agreed the importance of demonstrating impact through both qualitative and quantitative measures.

7. Strategic Priorities

The Board discussed several strategic priorities, including raising the organisation's external profile, strengthening communications activity, reviewing organisational risks, and refining key messages to clearly communicate the organisation's purpose, services and value.

8. Cyber Assurance

The Board received an update on progress towards Cyber Assurance accreditation. Preparatory work is underway to support forthcoming assessments, alongside a wider review of organisational policies and procedures.

The CE also noted the development of an AI policy to provide guidance on the use of emerging technologies within the organisation.

9. Staff Update

The Board received an update on staffing matters, including recruitment activity to strengthen communications and engagement capacity.

Members noted the positive contribution of the staff team and ongoing workforce planning to support organisational objectives.

10. Welsh Government Update

The Board received an update on ongoing engagement with Welsh Government, including progress relating to financial assurance arrangements and key governance documentation.

11. Office Accommodation

The Board discussed office accommodation arrangements and noted that alternative options are being explored to support future operational requirements.

12. Activity Tracker Update

12.1 Partnership Activity

The Board received an update on Placemaking Wales Partnership activity and discussions focused on strengthening participation, reviewing membership arrangements, and developing opportunities to showcase good practice in placemaking and design.

12.2 Training and Engagement Activity

The CE noted recent training, engagement and speaking activities delivered across Wales.

Members also discussed opportunities to recognise and celebrate good practice through future awards or recognition initiatives.

13. Client Support and Events

The CE noted ongoing client support and design review activity.

Updates were provided on plans for a programme of events across Wales aimed at sharing good practice, discussing challenges, and strengthening understanding of the role of design and placemaking in delivering positive outcomes.

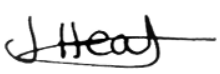
14. AOB

The Board noted Board Member Zaynub Akbar's resignation ahead of the Senedd elections in May and agreed that Board composition should be reviewed to ensure an appropriate balance of skills and expertise is maintained.

15. Close of Meeting

The Chair thanked members for their attendance and closed the meeting.

Chair:  **Date:** 15th September 2026

Chief Executive:  **Date** 15th September 2026

End of Minutes & Resolutions of the Board of Directors meeting of 9th June 2026