

**Creative Exchange Friday 2 March
Scottish National Portrait Gallery, Edinburgh**

Present:

Derek Munn, Richard Rogala, Oliver Boyd, Lesley Watson – Fife Council
Vicki Low, Liz Taylor, Dolina Mehan – Dundee Leisure and Arts
Sally Rintoul –
Joe Tinney, Karen Blass – Strathclyde Fire and Rescue
Kirsty Dickson, Pauline Roberts – Stirling Council
Paulene Sneddon, Graeme Babbs – NHS Fife
Gail McMillan, + 1 – Renfrewshire Council
Jenny Copland – Care Inspectorate Scotland
Scott Trent, Louise Craig – SPT
Graham Pert – Angus Council
Kerry Houston, Paul Wilkins – West Lothian Council
Alan Inglis – Lothian and Borders Police
David White – Lothian and Borders Fire Service
Stuart Moir, Brendan O’Conner, Kelly Connelly, Helen – Falkirk Council
Brian Craig – North Ayrshire Council

Feedback from morning discussion forum.

Groups were asked to discuss what information they would find useful to know about other design teams in order to have a useful database for benchmarking and for sharing of knowledge, resources and training opportunities.

The first part of this exercise is to produce a questionnaire and the following feedback shows what questions membership feel are important to ask or what information would be useful to know:

No of members

Role/position

Relationship to rest of team/council/management

Function

Main roles

Set up -

Senior designers?

Where in Organisation

Overarching aims of team - goals

How many designers

All in same team/place?

Relationship to marketing – good/bad? – do they overstep bounds? –
position in team structure

Relationship to management

Pay scales and grades

Type of work undertaken – how much print

Move to digital

No longer require inhouse design?

How do you keep up with technology?

What areas do you cover – museums, sport, transport etc?

Funding – charge or not? – issues from that?
Historical – reorganisation? Other changes
Effect of budget cuts
Effect on joining professional bodies

Time recording – are you doing this?
What systems are useful (or not?) Streamline?

Snapshot of team through time – reorganisation etc
Hardware – Mac?PC?
Archiving – server – CDs – portable drives?
When/ how often upgrading
Software
Workflow recording systems used
Web design – any involvement
Digital design
Social media – involvement – are you using it? –How – good/bad?
Is there a policy/strategy
Skills within the team – tech ability etc
Additional skills of designers – photography, illustration etc
Commissioning of work – how often, what, when?
How much work goes out to private agencies?
Do you have partnerships with other orgs?

How does work come to your section?
Through management
Through a trap door
Time constraints imposed

In house photographers?

Stock imagery - which sites
Annual spend
Subscription?
Credits?

Pool of stock images across all members?
Are there copyright free images that can be shared?

Organisations publications - How regular
Done inhouse
Distribution
Every household?

Training opportunities

Staff development Annual reviews?
Encouraged?
Is review useful/relevant?
Do you feel valued by management/ clients?

Possibility of work shadowing
Peer training
Discounted CE training

Do organisations have **inhouse print** unit?

What external printers do you use

Do you have print framework

Roster

Procurement problems

Branding Do you have guidelines?
 In house or external control?
 Is there a comms strategy?
 How does it work
 Link to branding

Recognition of work?

Designers profile in wider org

Relationship with IT

Admin rights

Control of IT budget

Inhouse resources

Signage, print, etc

Ipads – future technology

Futureproofing ourselves

Things CE can help with/ facilitate

Possibility of work shadowing

Peer training

Discounted CE training

Networking – we should mix more – like today!

Working in Partnership

Cutting edge tech speakers

Share knowledge of procurement issues

Continue to have challenging and interesting speakers!

Annual survey

Annual report – printed and online for our management