

**ARCHITECTURE + DESIGN SCOTLAND
MINUTES OF BOARD MEETING (17)
Bakehouse Close, 146 Canongate, Edinburgh
1.30 pm on Monday 16 April 2012**



Architecture+DesignScotland
Ailtearachd is Dealbhadh na h-Alba

Present : Karen Anderson (KA) (Chair), Andrew Burrell (AB), Branka Dimitrijevic (BD), David Chisholm (DC), Martin Crookston (MC); Martin McKay (MM), Sandy Beattie (SB), Graham Ross (GR)

Staff : Jim MacDonald, Chief Executive (JMacD), Andrea Hepburn (AH - Minutes), Lynne Lineen (LL – Items 1-4), Jill Malvenan (JM – Items 1-4), Sam Cassels (SC - Items 1-4), Lori McElroy (LMcE – Items 1-4 and Part AOB), Anja Ekelof (AE – Item 5)

ACTION 1 : JMacD to make contact with PAS re: SP=EED.

ACTION 2 : JMacD to check the nature/duration of the Health contract.

ACTION 3 : GR to share info with AE on sharing resources etc.

ACTION 4 : AE to prepare draft presentation.

ACTION 5: JMacD to obtain APD's thoughts on this and circulate, thereafter comments on this proposal will be welcomed.

ACTION 6 : LMcE to circulate the Agenda for the Research Liaison Group once the papers are drawn up.

ACTION 7 : JMacD to circulate notes on the visit to Dundee.

ACTION 8 : JMacD to circulate draft Agenda for June Away Day.

ACTION 9 : The Chair to write to Board Members and Panellists re contributions to articles on the website.

1 APOLOGIES

Apologies were received from Alan Sim & Jonathan Hughes.

2 DECLARATIONS OF INTEREST

There were no Declarations of Interest.

3 MINUTES OF MEETING ON 13 FEBRUARY 2012 & MATTERS ARISING

The Minutes of the previous Meeting were agreed.

The update on the Actions from the previous Minutes were as follows (referring to Action Point numbering from previous Minutes but if further Action required then highlighted numbering is for these Minutes).

Action 1

This Action has now been superseded.

Action 2

Done. AB asked that we discuss with PAS whether/how A+DS can support SP=EED. JMacD to follow this up.

ACTION 1 : JMacD to make contact with PAS re: SP=EED.

Action 3

Done.

Action 4

Deadline for comment extended to May.

Action 5

Done.

Action 6

Done.

Action 7

Update will be provided under AOCB.

Action 8

Done.

4 REVIEW OF 2011/12

The Management Team were present to give a brief synopsis and answer questions on each programme.

Health

JM reported on a busy year for the Health Programme. They have published several studies and guidance notes with further studies just being completed for publication in Q1 of 2012/13. The website and Pulse tool have been developed with features written and published on this. They have also provided support and advice to 19 projects throughout Scotland and worked with both Schools and Urbanism in Dumfries and elsewhere.

The Board offered their congratulations to the team for their work which has been well received by the Health Directorate.

The Chair enquired if the Health Contract is a three year deal running to 2013? JMacD advised that he will check this but did advise that we receive annual Grant In Aid letters from the Health Directorate.

ACTION 2 : JMacD to check the nature/duration of the Health contract.

Design Forum

JM outlined the changes to be implemented in moving from Design Review to Design Forum which include the engagement process; training and support; guidance documents and the website. Training is ongoing between Design Forum and Urbanism, of which Eric was congratulated on his Masterplanning training. There is ongoing work regarding procurement being carried out with some of the DF Panellists and they are also looking at housing as a separate issue. Finally, JM reported that Johnny Cadell starts later this week as a new staff member in the DF Programme.

The Board noted the significant progress made in developing the Design Review/Forum service and the positive approach now being taken.

Access

LMcE reported that the team staged three principal exhibitions; Cedric Price, City Visions and The High Street of which The High Street was the key one. They also worked jointly with Urbanism on a workshop on The High Street Exhibition. In future they plan on showcasing bespoke, joint or loaned events and will be working closely with the other programmes to tie in education aspects.

The team also carried out a series of 'out and about' and pre-school workshops. This was very labour intensive and wasn't considered effective in reaching a large enough audience so they have therefore decided to focus on teacher workshops and learning packs as the way forward. The fee paying portfolio workshops were a success being over-subscribed.

The Board felt that the Access programme needs to integrate more clearly with the work of the other programmes and singled out the High Street as a good example of this. Developing this approach in future is a high priority.

Sust

Sust have documented two live case studies, completed the Materials Library, MySust Games and the on-line directories and secured funding to undertake a post-occupancy evaluation of the Housing Expo's social housing. The key aspect on the way forward for Sust is low carbon placemaking which will bring together the threads of what they are doing.

The Board noted the progress made in completing various projects and welcomed the intention to focus on low carbon placemaking as a priority.

Schools and Urbanism

SC reported on both Schools and Urbanism who have had a lot of common agendas over the last year. The placemaking agenda got attraction and a consultancy proposal was brought forward as a result of the Skills Symposium. A multi agency event was facilitated in Dumfries which fed design into the discussions early on. The role of design and the presence of designers has been critical in early stages and the Learning Directorate has asked for a further two sessions and SFT have asked us to facilitate a session in Dingwall. A lot of these agendas are coming through the Health programme as well.

Corporate Services

Sage has been implemented in the last year to enable the finance work to all be administered in-house. We are currently out to tender for a new IT provider and IT will be a learning curve next year as we look into our systems and processes and upskill the IT knowledge of staff.

Summary

JMacD concluded by noting that while staff have been under pressure over the last year as we adjust to reduced budgets, business productivity has been maintained or increased while we have also designed and implemented structural changes within the organisation. The new Business Plan is published, Design Review has been re-focussed, a new Corporate Services team is in place and the programmes are working more with each other. While these efforts are to be commended JMacD reminded the Board that as reductions in funding are planned over the next three years we will face ever greater challenges in meeting the rising expectations of clients.

5 REPORT BY COMMUNICATIONS SUB-COMMITTEE

AE provided an overview of the latest work on our communications strategy.

- We are working on creating an easy to use, searchable image library.
- Design Forum branding now being reflected in e.g. website etc.
- scottisharchitecture.com website will be moved to the main A+DS website by the end of June.
- content for this will be sourced a range of contributors including board and design forum panel members.
- The website home page will be revamped to deal with minor issues that have arisen since its launch last year.

- New brand guidelines document have been produced and a set of templates will be developed and rolled out with staff.

GR advised that he has info he can share with AE regarding sharing resources, etc between offices.

ACTION 3 : GR to share info with AE on sharing resources etc.

The Chair advised that once the brand guidelines are implemented she would still be keen for some form of an "Introduction to A+DS" presentation to be made available for Board Members to use.

ACTION 4 : AE to prepare draft presentation.

The Board noted the report.

6 EUROPEAN LANDSCAPE CONVENTION

DL's report on the European Landscape Convention had been presented and JMacD confirmed that resourcing for this would be feasible and that he had no difficulty in supporting this. The Board noted the paper and agreed the recommendation.

7 ANY OTHER BUSINESS

Landscape Institute Scotland

A late paper was tabled requesting agreement to A+DS providing support to the LIS. The Board felt APD's views should be considered and it was agreed that JMacD would obtain the sponsors views before the next Meeting.

ACTION 5 : JMacD to obtain APD's thoughts on this and circulate, thereafter comments on this proposal will be welcomed.

Chair/CEO Diary Update

The Chair/CEO met with Derek Mackay, Minister for Local Government and Planning on 27 February.

Chair attended a meeting of the Chairs of NDPBs.

Chair attended a reception hosted by International Consulates in Edinburgh

The Chair/CEO attended the SCDI Conference in St Andrews on 15/16 March.

The Chair will be speaking at the Architecture Policy Consultation Event on 29 May – details on this will be issued shortly.

CEO/LMcE meeting the Trinity Group in Aberdeen on 24 April.

The Business Plan is currently with the Cabinet Secretary and once this has been cleared it will be published on the website. Post meeting note: Now cleared and published 19 April.

We are in discussion with other agencies about the possibility of providing opportunities for young people in employment.

Housing Update

LMcE and the Chair have been involved in the SG Sustainable Housing Group. Themes emerging from this include Financial Market Transformation; New Build Market Transformation; National Retrofit Programme; Standards and Building Skills.

The 20/20 Group and the Built Environment Sub Group have key players doing research and have collated 120 examples of retrofit projects since the 1920s.

£150k has been awarded for a strategy board to look at housing and new technologies.

There are also opportunities to be involved with joint workings with the Soft Landings Trust, be involved with the BRE Innovation Park and to assist the Good Homes Alliance and Passive Housing Trust to set up a similar organisation in Scotland.

Research Liaison Group Update

LMcE distributed the document produced by BEFS regarding the proposed joint Research Forum. A date has been set for 15 May with a limit to 30 people in the group. Once the Agenda is drawn up the papers will be circulated.

ACTION 6 : LMcE to circulate the Agenda for the Research Liaison Group once the papers are drawn up.

Board Visit to Dundee

JMacD reported that the Board visit to Dundee had been successful and he will circulate a note on this. MC also advised that he has notes on this that he can share.

ACTION 7 : JMacD to circulate notes on the visit to Dundee.

Meetings Cycle

The Chair advised that she will not be at the May meeting and asked GR if he would Chair this. It was agreed that 14 May would comprise of a strategy session, starting at 11 am, based around the discussions from today's meeting followed by a formal Board Meeting in the afternoon (1.30pm).

Away Day

The Chair suggested Maryhill as suitable location for the June Away Day and discussion took place around the format of the day. The Architecture Policy was suggested as a topic for the day. JMacD advised he will circulate the draft agenda later in the week.

ACTION 8 : JMacD to circulate draft Agenda for June Away Day.

Website Articles

The Chair advised that she would be writing to Board Members and Design Forum Panellists regarding contributing to articles on the website.

ACTION 9 : The Chair to write to Board Members and Panellists re contributions to articles on the website.

The Meeting closed at 5.20 pm.

Signed:
KAREN ANDERSON, Chair

Date