

Architecture & Design Scotland

Ailtearachd is Dealbhadh na h-Alba

ARCHITECTURE & DESIGN SCOTLAND

MINUTES OF BOARD MEETING

Bakehouse Close, Canongate, Edinburgh

1.00 pm on Thursday 16 June 2019

Present: Sue Evans (SE) Chair, Alistair Scott (AS), Angela Bonney (AB), Bruce Ross (BR), Caroline Parkinson (CP), Graham Hill (GH), Kirsty Macari (KM), Lynn Wilson (LW),

Staff: Jim MacDonald, (CEO), Heather Chapple (HC), Lynne Lineen (LL), Sue Reynolds (SR), Anja Ekelof (AE) & Andrea Hepburn (AH - Minutes)

Guest: Peter Reekie (PR), Scottish Futures Trust (Item 7, AoB, Discussion)

1 WELCOME, APOLOGIES & DECLARATIONS OF INTEREST

Apologies were received from Ann Allen, Chair (AE) and Daisy Narayanan (DN).

In the AA's absence SE chaired the meeting.

There were no declarations of interest.

2 MINUTES FROM 11 FEBRUARY AND 10 MAY 2019 AND MATTERS ARISING

The Minutes of the meetings on 11 February and 10 May 2019 were **AGREED**.

The following was reported in relation to outstanding actions:

Sept No7 JMacD updated that the Glasgow City Deal meeting has now taken place.

6 GOVERNANCE UPDATE

JMacD reported that the Scheme of Delegation, which was previously renewed every 4 years, will now be renewed annually along with terms of reference and memberships of the sub-committees.

SE advised that the section on the CEO appointment was queried at Audit and that advice is being sought on this aspect from Scottish Government Sponsor Team.

The revised Scheme of Delegation, Committee Terms of Reference and Memberships were **APPROVED**.

SE was the only nominee for the Deputy Chair position and this will be confirmed subject to Chair approval.

Action1: LL to circulate an updated and proofed version of the above to Members

4 REVISED BUDGET AND BUSINESS PLAN

LL presented a revised budget & business plan following confirmation of additional funding for the Climate Change Project and highlighted an increase in project funding to £162,000.

Following discussion, the revised Budget and Business Plan were APPROVED.

3 PERFORMANCE REPORT – Q4 2018/19

In presenting this paper, JMacD noted that Performance Reporting now falls to the Audit Committee but the information will continue to be shared with the whole Board.

In noting the report, members asked that their thanks to the staff for all their efforts over the last 12 months be formally recorded. Members also asked that the format of the report be revisited to ensure changes/trends can be easily identified.

Action 2: SR to review the reporting format and share with the Board.

5 COMMUNICATIONS STRATEGY UPDATE

AE reported on progress with implementing the Communications project which is on track and aligned with our Corporate Strategy. To date stakeholder mapping, media training and project planning have been completed.

SE added that it is good to now have AB, a Comms expert, on the Board to offer support and advice. KM asked that it be noted how effective the Communications work was at the Making Places Event on Monday 10 June.

The report was NOTED.

8 AUDIT COMMITTEE REPORT

The Audit Committee Report provided an update on the meeting held on 30 May 2019. This covered the quarterly Governance Statement, Management Accounts for Q4 2018/19, the Governance Statement within the Annual Report and Accounts, Strategic & Corporate Risk Registers, the Internal Audit Review of Performance Reviews (which was positive) and Audit Committee Membership.

SE advised that going forward the Board will see the Report for noting only and can feedback into the Chair of Audit if required.

The Report was NOTED.

7 ANY OTHER BUSINESS

GH updated that the Infrastructure Commission for Scotland has been launched and called for evidence – JMacD advised that A&DS have submitted evidence to this.

GH asked if there was appetite for a Board social event to enable new members to get to know everyone – it was agreed that after the September meeting would be an ideal date.

GH spoke at the Federation of Housing Associations annual event earlier this week on DL's behalf.

KM advised that the Academy of Urbanism Congress 2020 is likely to take place in Edinburgh.

