

Architecture & Design Scotland

Ailtearachd is Dealbhadh na h-Alba

ARCHITECTURE & DESIGN SCOTLAND

MINUTES OF BOARD MEETING

Bakehouse Close, Canongate, Edinburgh

10.00 am on Thursday 12 September 2019

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

Staff: Jim MacDonald, (CEO), Heather Chapple (HC), Lynne Lineen (LL), Diarmaid Lawlor (DL) (part), Heather Claridge (HMC) & Andrea Hepburn (AH - Minutes)

1 WELCOME, APOLOGIES & DECLARATIONS OF INTEREST

Apologies were received from Daisy Narayanan.

The Chair declared her interest as a Board Member of SFT.

2 MINUTES FROM 16 JUNE 2019 AND MATTERS ARISING

The Minutes of the meetings on 16 June were **AGREED** subject to the addition of "*In discussion, Board members raised a series of issues related to areas of joint working and it was agreed that we should arrange to follow these up with SFT as part of the development of our new strategy.*", at the end of the first paragraph.

Action 1: AH to amend minute of 13 June 2019 as stated above.

3 CORPORATE STRATEGY

JMcD presented a paper setting out the context and programme for this work. As part of this we are reviewing our progress against the current strategy and planning to engage with key stakeholders to test our thinking. The Chair reminded members that the strategy will be the focus of the Board's work between now and the end of 2019. This work will seek to establish what A&DS aims to achieve over the next 10 years and its strategy for doing so.

The subsequent discussion covered the relationship between various policies, the extent to which Creating Places establishes our role and remit and how the Place Principle provides an over-arching context for public service delivery.

Ahead of the next item, the Chair asked members to consider carefully where our focus should be given the complexity of the context we are working in and in particular, the emphasis within the National Performance Framework around communities and how to address inequalities.

4 DISCUSSION ON PRIORITIES & NEXT STEPS

A workshop discussion took place which explored the Board's view on the key issues facing A&DS and our work, what these will look like in 10 years, what A&DS can do about them and what this means for focusing our resources. The Chair thanked everyone for their contributions and note that there are common themes which will be explored further at next Board meeting. The outputs from the workshop will be collated and circulated to members before this.

Action 2: JMcD to collate and circulate the outputs from the workshop

5 DECARBONISATION PROJECT

HMC provided an overview of the decarbonisation project and outlined the activity to date and next steps. This highlighted that all the 32 Local Authorities have been approached, 15 have expressed interest and we are engaging with 6 over a diverse range of projects and geographic locations.

The Chair thanked HMC for the report and asked that the Board receive regular updates over the life of the project.

The Report was NOTED.

6 ANNUAL REPORT & ACCOUNTS

LL presented the Annual Report and Accounts for 2018/19 and SE advised that Audit Committee were happy with the Accounts. LL additionally highlighted presentational changes which are a consequence of the application of new accounting standards.

The Chair thanked the team for the work that had gone into the clear and well-presented accounts.

The Annual Report and Accounts were APPROVED.

7 REVISED OPERATING BUDGET

LL presented a further revision to the 2019/20 budget.

The Revised Operation Budget was APPROVED.

8 COMMUNICATIONS UPDATE

The Communications Update was NOTED. SP provided members with an introduction to our new messaging resource pack. This was well received and the Chair thanked SP and the team.

9 AUDIT COMMITTEE UPDATE

The Audit Committee Report was NOTED.

10 ANY OTHER BUSINESS

Student Awards Judging

CP advised she is now unable to judge the Student Awards on Friday 20 September. KM advised she may be able to step in on this.

The Meeting closed at 12.35 pm.

Signed: 
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Ann Allen, Chair

Date.....
11/10/19.