

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 13 February 2020

Present: Ann Allen (AA) Chair, Sue Evans (SE), Angela Bonney (AB), Bruce Ross (BR), Caroline Parkinson (CP) & Lynn Wilson (LW)

Staff: Jim MacDonald, (CEO), Heather Chapple (HC), Lynne Lineen (LL), Sue Reynolds (SR), Anja Ekelof (AE), Andrea Hepburn (AH - Minutes), Alex Laurenson (AL)(Item 5) & Lesley MacMillan (LM)(Item 5)

1 WELCOME, APOLOGIES & DECLARATIONS OF INTEREST

Apologies were received from Alistair Scott, Graham Hill, Kirsty Macari and Daisy Narayanan.

There were no declarations of interest.

2 PREVIOUS MINUTES AND MATTERS ARISING

The previous Minutes were AGREED.

The following was reported in relation to outstanding actions:-

June 19 No 2 Audit reviewed a revised Performance Report format in November and the Risk format is being reviewed for the March meeting.

In response to a question from LW about the Circular Economy Bill, JMCD confirmed that we did not respond as the focus was outwith our remit.

In relation to Scotland + Venice, JMCD intimated that the remaining funding from Scottish Government had been confirmed and that a paper will be presented to the March Board.

In relation to the Infrastructure Commission, JMCD agreed to issue a briefing note to members and a link to the Executive Summary of the initial reports.

Action 1 : JMCD to issue a briefing and circulate link to Infrastructure Commission Executive Summary Report.

3 DRAFT BUSINESS PLAN & BUDGET

JMCD presented the programme of work for 2020/21 and noted that this represents the last phase of work to implement our 2017/21 Strategy. As we move toward the end of this period, an evaluation of the extent to which the outcomes sought have been achieved will be undertaken and the findings shared with the Board. Alongside this and as we develop our new strategy, discussions will be required to agree the extent of any changes to this programme in light of emerging priorities.

It was agreed that links to the 2017/20 strategy outcomes be included against each project in future reporting. JMCD to action.

Action 2 : Links to the strategy outcomes to be included against projects in future Business Plan updates.

The accompanying budget was prepared prior to the SG budget. JMCD noted that since issue, we have had confirmation of funding from Planning and Architecture Division, Healthcare Directorate and Learning Directorate but await confirmation from Energy & Climate Change Directorate. On this basis, and given that we await the outcome of the UK Budget, a further draft of the budget will be presented to Board at the start of 2020/21.

The Draft Business Plan and Budget was AGREED

4 STRATEGY BRIEFING

JMCD confirmed that the project is on track and we are currently undertaking stakeholder engagement a report on which will be shared early next month.

AE led members through a review of key stakeholder relationships and an updated list was agreed. As part of this, AE agreed to share a set of questions to support conversations with key stakeholders.

Action 3: AE to circulate the set of questions to Members.

The Chair asked that we take time at a future meeting to look at how Board Members can support our work and how we share information. JMCD to include this on a future agenda.

CP asked if we will be linking up with any of the fringe events at COP26 in Glasgow. JMCD confirmed that we are planning to do so but the detail of this is not yet finalised. AA suggested we come back to this in April when the Strategy is clearer.

6 ANY OTHER BUSINESS

2020/21 Meetings Schedule

The meetings schedule for next financial year was tabled. JMCD advised it follows the same pattern as this year, the second Thursday of each month. Due to rescheduling March dates in recent years it was agreed to push the March 2021 date back a week. AA also asked if there were any suggestions for outreach locations for the Board to visit to let JMCD know.

The next meeting is scheduled for Thursday 19 March from 10.00am - 4.00pm in Bakehouse Close.

Action 4 : Board Meeting calendar invites to be sent out for April 2020 – March 2021.

Meeting with Cabinet Secretary for Culture, Tourism and External Affairs

JMCD tabled the draft Agenda for the meeting with Ms Hyslop next week and advised that AA, SE, DN and GH are the Board Members scheduled to attend. The briefing note will be circulated to all Board Members following today's meeting.

Action 5 : Briefing note for meeting with the Cabinet Secretary to be circulated.

End of Year Expenses

AH reminded Board Members to get any expenses in as soon as possible before the end of the financial year.

5 PROJECT UPDATES

Promoting Low Carbon Design

AL updated the Board and answered questions on the Promoting Low Carbon Design project, aka The Materials Library which now has its own website – it was requested that the link to the website is put on the Board Portal.

Action 6 : Link to Materials Library website to go on Board portal.

User Guide to Learning Environments

LM is currently on three month's secondment from City of Edinburgh Council to assist with the work on the User Guide to Learning Environments - Agile Learning Spaces. She made a presentation to the Board and answered questions on this.

AA thanked AL & LM for their contributions which were well received.

The Meeting closed at 4.00 pm.

Signed 

Ann Allen, Chair

Date 14 May 2020