

Architecture & Design Scotland

Ailtearachd is Dealbhadh na h-Alba

ARCHITECTURE & DESIGN SCOTLAND

MINUTES OF BOARD MEETING

Online Via MS Teams

14:30 on Thursday 18th March 2021

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

Staff: Jim MacDonald, (JM, CEO), Heather Chapple (HC), Lynne Lineen (LL), Sue Reynolds (SR), Anja Ekelof (AE), Emelie Borg (EB), Johnny Cadell (JC) & Val MacBeath (Minutes)

Guest: Graeme Walker PAD (GW)

1. WELCOME, APOLOGIES & DECLARATIONS OF INTEREST

The Chair welcomed everyone to the online Board Meeting. There were no apologies, and no declarations of interest were noted.

2. PREVIOUS MINUTES AND MATTERS ARISING

The previous Minutes were APPROVED as an accurate record with the following amendment:

- Change Graham Wilson to Graeme Walker.

Matters Arising

There were no outstanding Matters Arising.

3. LAUNCH OF STRATEGY AND CORPORATE PLAN

The Chair began by thanking staff for the very successful Strategy launch event that had taken place earlier in the day. It was noted that over 100 delegates had signed up to the launch event and there had been a 60% attendance rate at the actual event.

The Board noted that there would be a programme of sequenced activity following the launch to draw out key themes and messages from the Strategy, through articles and blogs structured around a question or provocation. The list for content will be shared with colleagues and the Board for their input and ideas. Alongside this we will be looking to have conversations with key stakeholders at relevant junctures.

The Board noted that the Cabinet Secretary Fiona Hyslop MSP presentation from the launch would be transcribed and posted as text onto the website and points she raised would be used for blogs.

The Chair recorded her thanks to the Board for their approach, attitude and support which challenged and pushed to ensure we produced a Strategy with enough ambition.

ACTION 1: SHARE LIST FOR CONTENT WITH THE BOARD FOR INPUT AND IDEAS

4. 2021/22 BUSINESS PLAN & BUDGET

Business Plan

The Board noted the proposed programme for 2021/22, which builds on that of previous years and represents the first stage in the implementation our new Strategy and, in particular, the 2021/24 Corporate Plan. The aim of this is to embed the Place Principle and the focus of our work will be on providing advice, empowering others and promoting the benefits of good design to a range of audiences.

The emphasis in 2021/22 will be on growing awareness amongst our key partners of the benefits of a place-based approach to planning future development.

Work continues to develop the detail of this programme and will be shared with Board during Q1 of 2021/22.

Budget

The Board noted the funding for 2021/22 set out in the 2021 Budget Statement. Within this, the Chair highlighted the increase to our core funding of £100,000, which was the first such increase since 2011.

It was also noted that additional income is again anticipated from Forestry and Land Scotland to support the Materials Library. The Board also noted that there was no income anticipated from the Energy & Climate Change Directorate, but discussions continue in relation to support for aspects of their programme.

The Board noted the proposal that the settlement allows an uplift in our permanent staffing levels from 24 permanent posts to 26 and to a restructuring of the staff resource to support the new strategy.

The Chair noted that the increase in grant aid provided a level of confidence, however funding remained on an annual cycle and A&DS would need to continue to demonstrate the value it brings to the built environment and ensure continued delivery, particularly around the Place Principal.

The Board asked for the Business Plan to be aligned to the Strategic Plan. Following this exercise the Chair confirmed that Board members will be asked to lead on a particular strand of work for advocacy across stakeholders.

The Board AGREED the draft business plan, budget and recruitment proposals.

ACTION 2: ALIGN BUSINESS PLAN TO THE STRATEGIC PLAN

5. VENICE UPDATE

The Board noted that an announcement from the Scotland+Venice Partnership was expected on 23 March 2021. Following that announcement A&DS would be leading on comms and marketing for the Biennale. The V&A in Dundee plan to formally reopen on 1st May 2021 with the Biennale opening on 22nd May 2021. The launch is likely to be a digital event which provides an opportunity to invite international attendees.

6. AUDIT COMMITTEE UPDATE

The Audit Committee met on 2nd March 2021 and had a full agenda, which included performance to end of quarter 3 – 31 December 2020. Main issues to highlight from the meeting were:

- The committee welcomed Bruce Ross on to the Audit Committee – Bruce replaced Graham Hill, who had stepped down from Audit Committee due to work commitments;
- Management Accounts to 31 December 2020 indicated that spend was lower than forecast due to Covid-19.
- Progress of work in the Business Plan from April to December 2020 remained below the level planned due to the Covid-19 situation. All projects have been revisited and are now working to revised timelines.
- The 2020/21 Audit would start date would be delayed due to Audit Scotland's timetable

The Chair of Audit Committee recorded her thanks to Graham Hill for his valuable contribution during the period he served on Audit Committee.

The Board NOTED the content of the minutes of the Audit Committee Meeting on 2nd March 2021.

7. AOB

Meeting with Cabinet Secretary for Communities and Local Government

The Chair and CEO met with the Cabinet Secretary to update her on our new 10-year Strategy. The Cabinet Secretary was extremely supportive. The Board noted her positivity and enthusiasm would be missed when she stepped down at the general elections in May 2021.

2021/22 Meetings Schedule

The 2021/22 Meeting Schedule was noted by the Board and agreed.

Secretariat Updates

It was noted that the Secretariat will be circulating Registers of Interest forms for completion for the upcoming year. It was also noted that the Board appraisals process would be commencing in April to complete 2020/21 appraisals.

SURF

As sponsors of the 2021 SURF Awards for Best Practice in Community Regeneration we are invited to nominate a representative for the judging panel. Board members were asked to let the CEO know if they were interested in representing A&DS on the judging panel. A briefing will be circulated following the meeting.

ACTION 3: CIRCULATE PROCESS AND TIMETABLE FOR THE SURF AWARDS JUDGING PANEL

The Chair thanked the Board and colleagues from Scottish Government for their attendance. The meeting closed at 15:30.

Signed: 
Ann Allen, Chair

Date 20/05/2021