

# Architecture & Design Scotland

Ailtearachd is Dealbhadh na h-Alba

## ARCHITECTURE & DESIGN SCOTLAND

### MINUTES OF BOARD MEETING

Online Via MS Teams

10:30 on Thursday 8 July 2021

**Present:** Ann Allen (AA) Chair, Alistair Scott (AS), Angela Bonney (AB), Caroline Parkinson (CP), Daisy Narayanan (DN), Kirsty Macari (KM), Graham Hill (from 1200hrs) & Sue Evans (SE)

**Staff:** Jim MacDonald, (JMD, CEO), Lynne Lineen (LL), Daniel McKendry (DMK), Emelie Borg (EB), Kate Hendry (Item 7) Sue Reynolds (SR- Minutes)

**Guest:** Graeme Walker (PAD), Sandy Robinson (PAD)

**Apologies:** Lynn Wilson, and Bruce Ross

#### 1. WELCOME, APOLOGIES & DECLARATIONS OF INTEREST

The Chair welcomed the Board to the online meeting. Apologies were received from Lynn Wilson and Bruce Ross. There was one declaration of interest from KM on acknowledged she had been working with one of the teams involved in delivering a workshop at the What If ....? Exhibition. This was noted but was not considered to be a conflict of issue.

#### 2. PREVIOUS MINUTES AND MATTERS ARISING

The previous Minutes were APPROVED as an accurate record.

##### **Matters Arising**

Matters Arising were noted, and it was agreed to progress the combining the October Board with a visit to see the Venice .... What If? Exhibition at the V&A, Dundee.

#### 3. BOARD MEMBER ROLES DISCUSSION

The Chair led a discussion on Board Members roles and championing certain workstreams within A&DS as an additional support to A&DS colleagues.

The roles which were confirmed at the meeting are noted below:

<b>Board Member</b>	<b>Champion/Lead Topic</b>
Angela Bonney	Communication and social media
Lynn Wilson	Circular Economy
Daisy Narayanan	Transport and the fit within the Place conversation
Kirsty Macari	Education with emphasis on supporting individuals to gain workplace experience
Caroline Parkinson	Value of Design

It was noted that other roles will be added during future discussions of the Board.

There was a discussion about the merits of creating an advisory board/community forum group or a shadow board. This would ensure an extra level of engagement within with wider community and stakeholder groups. It was agreed there would need to be a clear remit for any group that is set up, including what the roles involved, what can members expect to gain from such roles and what are the main goals that will be achieved.

Discussion took place on how this idea could help support A&DS to become a leader in a particular field eg on 20-minute neighbourhood – which would aid A&DS colleagues in drafting policy documents and inform stakeholder briefings.

The Chair agreed to pull ideas together and set up a small group to look into this idea further – the group would include AA/SE/DN/AS/AB.

**ACTION No 01: Add Advisory Group update onto October agenda.**

#### **4. STAKEHOLDER REVIEW**

A workshop took place on latest position with stakeholder engagement. Following updates provided by Board member, a MIRO board was presented sketching out the current position. This included new ideas for stakeholder engagement and also the new Ministerial appointments - which the Chair and CEO will take forward to arrange briefing and meetings.

#### **5. BUSINESS PLAN & BUDGET**

A revised Business Plan and Budget was presented to the Board. Following the draft paper presented in April 2021 to Board, the documents had been reviewed by Home Teams and Leadership Team to agree a finalised programme of work that aligns with the outcomes of the Corporate Plan for 2021/24 and a revised budget to sit alongside the Plan.

The Board were pleased to see the planned activities set out across all areas of work for 2021/22 with impact measures described on how that work supports the outcomes in our 3-year Corporate Plan and 10-year Strategy.

The Board noted that the emphasis for year one of the three-year Corporate Plan will be to consolidate our methods and channels to build a common understanding of a whole-place collaborative approach and its benefits amongst stakeholders.

The Board noted that the programme brings together the scope of our first strategic horizon with how we believe our work will make change happen and agreed that to support this work it was sensible to work with people who are open to lasting change/support change on the ground and take learning from it.

The Board noted that the revised budget currently forecasts a balanced budget in both the current year and in years 2022/23 and the CEO reported that this was likely to be the case for 2023/24 too.

The Board also noted that the exceptional nature of 2020/21 has resulted in a greater level of underspend than in previous years and was pleased to note that the Sponsor team had agreed the carry-over of the underspend figure.

The Board APPROVED the revised Business Plan and Operating Budget. The Board also noted the wellbeing aspect for staff in delivering this year's Business Plan during continued Covid times, and asked Leadership Team to monitor staff wellbeing on an ongoing basis.

## **6. CLIMATE EMERGENCY UPDATE**

The Board received a briefing note on the climate emergency and the actions set out in Scottish Government's Climate Change Plan which was last updated in December 2020. A&DS continue to play a part in implementing the plan and helping Scotland to achieve net zero emissions by 2045.

The Board noted the content of the Briefing Note and in light of the overarching importance of the issue, it was agreed that from now on, all Board agendas will include an update on this.

**Action 002: Add Climate Emergency onto Board agenda as a standing item.**

## **7. WHAT IF SCOTLAND PUBLIC PROGRAMME**

The Board noted an update on the public programme, which was principally intended for a public audience with the aim of engaging participants in the narrative of the project, namely the power of design to support community ambition and transformation. A&DS Board Meeting 08/07/2021 – What If Public Programme.

The programme is made up of activities around the launch (now complete), international events, Scotland-wide events, and Dundee events. Sitting alongside this is the Professional Development Programme which aims to give early-career professionals the opportunity to engage in an international event.

The Board also noted that while not currently possible within the resources available to the project, it is our ambition to support an event in each of the host

communities. Discussions are ongoing with partners in relation to this in the hope that resources can be found, and we will keep Board informed on this.

## **8. SCHEME OF DELEGATIONS**

The Board noted that some small revisions has been made to the Scheme of Delegation.

The Board APPROVED the revised Scheme of Delegations.

## **9. BUSINESS CONTINUITY PLAN**

The Board noted that the Business Continuity Plan has been revised to take account of recent Covid issues and upgraded IT packages.

The Board NOTED the revised Business Continuity Plan Updates.

## **10. AOB**

### Office Re-opening

The Board noted the reopening of the office at BHC was likely to be the end of August 2021.

### Engagement with Ministers

The Board noted that letters were being drafted to go to new Ministers appointed during the recent Elections and follow up meetings would be requested directly with our new Ministers within our portfolio, which had changed from Health and Social Justice to the Economy portfolio.

Signed:



**Ann Allen, Chair**

Date 16/09/2021