

# Architecture & Design Scotland

Ailtearachd is Dealbhadh na h-Alba

## ARCHITECTURE & DESIGN SCOTLAND

### MINUTES OF BOARD MEETING

Online Via MS Teams

10.00 am on Thursday 17 February 2022

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

**Staff:** Jim MacDonald (JMacD) CEO, Lynne Lineen (LL), Sue Reynolds (SR), Anja Ekelof (AE), Emelie Borg (EB), Danny McKendry (DMcK), Andrea Hepburn (AH - Minutes)

**Guests:** Ian Gilzean (IG), Planning and Architecture Division, Scottish Government, Michael Hart (MH), Emma Fraser (EF) & Emily Hall (EH) all Union (website developers)

**Apologies:** None

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

The Chair welcomed the Board and guests to the online meeting. There were no apologies or declarations of interest.

#### 2. WEBSITE UPDATE

AE updated the Board on the development of the new website which forms part of the Digital Strategy work and introduced the guests from Union who have been developing the new site since September.

EH made a presentation on the phases of the website development from initial instruction up to the current delivery phase.

MH spoke about the importance of the “tone of voice” used throughout the new website, personalising communications and remembering who your audience is and their needs.

EH advised there was positive feedback throughout the user testing phase, fonts used are accessible and have a natural reading rhythm and are environmentally sustainable. Staff have had training on the CMS and are now able to access the staging site which is ready for uploading content.

AE thanked AB and KM for participating in the user testing phase of the website development. She advised that making the website more energy efficient means quicker loading times and smaller attachments making it a better user experience. The site will be fully responsive over all devices. The images in the staging site are placeholders and we are currently commissioning a photographer to obtain good images for future use. Training on the CMS is being done in-house and it provides flexibility to create good web pages.

AA thanked everyone for all the work on the website which was well received by the Board.

### **3. PREVIOUS MINUTES AND MATTERS ARISING**

The previous Minutes were APPROVED subject to removing the first two sentences under spending review in AOB as we don't have comparable organisations.

#### **Matters Arising**

There was only one matter arising, future meeting dates, which is on the Agenda under AOB along with the April 2022 meeting date.

### **4. BUSINESS PLAN & BUDGET FOR 2022/23**

The draft Business Plan and Budget for 2022/23 was presented for approval. JMacD advised that a further round of work will be done on this in relationship to reporting. Confirmation on funding is still awaited for Climate Action Towns and Scotland + Venice - we have assumed a level of resource for these but have not committed them formally. Once this funding is confirmed, if budgetary changes are required, we'll submit a revised version for sign off. An estimated costing is also logged against each of the business plan lines. There is a degree of forecasting but as the year rolls on if anything changes dramatically the reporting will reflect this.

The board were content with the clear information and it was good to see a detailed breakdown of the planned activities for each of the home teams but clarification on how these figures were met was requested.

LL advised that every project was looked at down to the staff resources required, all the pieces of work under each heading was added up by how much time staff was spent on projects and daily rates for staff were calculated to obtain costs for each project. What is not built in is annual leave, sickness absences and Leadership and Corporate Infrastructure staffing costs.

It was agreed that it would be useful if a one page summary of the budget allocations for projects, then additional costs and how it aligns to the revenue so there is a clear line of sight for audit committee.

**Action 1 : LL to do a summary for Board Members of budget allocations for projects, additional costs and how it aligns to revenue.**

JMacD advised he was happy for this to be done and also pointed out that we do have a significant amount of overheads that are a large part of the budget, eg office costs, etc and we keep our eye on these in a bid to reduce them.

AA advised that the discussion was helpful and it is the first time the Board have had that level of detail subject to some refinement.

The Board we happy to APPROVE IN PRINCIPLE the Business Plan and Budget subject to the work requested around the allocations and cross checking so it is clearly set out.

**5. ANY OTHER BUSINESS**

March 2022 Meeting

AA advised that the March meeting would be GH and SE's last Board Meeting and it would be good to try and meet in person in Bakehouse Close. The meeting would be scheduled from the morning through to early PM – times tbc.

Chair of Audit Committee

As SE's Board term comes to an end at the end of March she will also be stepping down as the Chair of Audit. Board members were asked if they would be prepared to take over this role and if so to let AA and JMacD know.

Board Member Engagements

LW advised that there have been challenges in the past regarding board member engagements in events, etc and it would be helpful to see what is coming up in the year ahead. JMacD advised this is part of ongoing work that is currently being looked at.

Wellbeing Alliance

DN advised she is a Board Member for Wellbeing Alliance who are currently pulling together their corporate strategy and it would be good for them to link into A&DS after the work done on our Strategy last year. DN will contact JMacD direct regarding this.

Board Recruitment

AA updated that there had been a good turnout at last night's Board Recruitment Awareness event and thanked the Board Members for their support of these events and encouraged everyone to continue pointing everyone towards signing up for next week's event or to JMacD for further information.

April Board Date

As the April Board date clashes with the Board recruitment interview dates it was agreed to cancel the April meeting and have a full day meeting in May.

The meeting closed at 11.20am.

Signed:   
**Ann Allen, Chair**

Date: 17/03/2022