

Architecture & Design Scotland

Ailtearachd is Dealbhadh na h-Alba

ARCHITECTURE & DESIGN SCOTLAND

MINUTES OF BOARD MEETING

9 Bakehouse Close Edinburgh and Via MS Teams

10.00 am on Thursday 16 June 2022

Present: Ann Allen (AA) Chair, Alistair Scott (AS), Bruce Ross (BR), Caroline Parkinson (CP), Daisy Narayanan (DN), Georgiana Varna (GV), Kirsty Macari (KM) & Samantha McCabe (SMc)

Staff: Jim MacDonald (JMacD) CEO, Anja Ekelof (AE), Andrea Hepburn (AH - Minutes)
Item 6: Steve Malone (SM), Danny Hunter (DH) & Lesley Riddell-Robertson (LRR)
Item 8: Morag Bain (MB) & Rachel McBryde (RM)

Guests: Ian Gilzean (IG) Planning, Architecture & Regeneration Division (PARD), Scottish Government

Apologies: Angela Bonney (AB), Lynn Wilson (LW) and Graeme Walker (GW), PARD

1. WELCOME, APOLOGIES & DECLARATIONS OF INTEREST

The Chair welcomed everyone to the hybrid meeting, particularly GV and SMcC for their first Board Meeting. Round table introductions were made.

There were no declarations of interest.

2. PREVIOUS MINUTES AND MATTERS ARISING

The previous Minutes were AGREED subject to removing the last sentence of paragraph 2 on Page 2.

Matters Arising

All matters arising are ongoing and JMacD updated that regarding May 22 No 3 there was a chat on 14 June which will be followed up on. Additionally, the Board will be updated if there are any issues with the Outcomes Reporting.

3. A&DS RESPONSE TO CLIMATE EMERGENCY

JMacD updated on the paper prepared by the Corporate Infrastructure Manager. We have been looking at our response to the climate emergency for a few years now and have colleagues working on this in our core work. We are looking to come up with the best plan to reflect our culture and values.

The Board recognised this is ambitious for a small NDPB and although there is no requirement to report on this yet it should possibly go on the risk register (reputation and funding) and we should capture progress and include this in the Annual Report & Accounts.

Action 1: Add A&DS' Response to Climate Emergency to the Risk Register.

It was also suggested that the methodology we use for this could be shared with other public bodies and wider. It was noted that whilst we continue to rent our premises in Edinburgh, whilst we will always try to achieve the best results we can on our journey to attaining a net zero position, we are not the owner of the building and such are bound by the conditions of the lease. The Accommodation Review which will begin in autumn 2022 will ensure these issues are scoped out and taken forward when considering the future accommodation needs of A&DS. A paper will be brought back to the Board in September and will reflect the issues raised.

4. CORPORATE PLAN

The plans for the 2024-27 Corporate Plan were tabled and will be the new first new plan after the Strategy. It will be fleshed out in more detail as we get closer and Board Members will be drawn in directly as we will increase stakeholder engagement. It will be a repeat of the exercise done for the Corporate Strategy and the draft plan will be ready in early 2024 to go in front of Ministers. The first round of stakeholder engagement will be valuable in terms of networks, the second round what we come up with after the initial round.

For diary purposes we should look at which Board Meetings will be workshops and which will be formal meetings. The Leadership Team are looking at who was on the stakeholder matrix before and who's not on it and will bring it to the Board in October. The Strategy is essential to understand how we deliver and bring Board advocacy roles forward.

5. SHADOW BOARD

The paper came out of last year's appraisals on how we engage with wider stakeholder groups, and in particular younger ones. We either do nothing; develop a shadow board; or bring people together yearly. The third option was the preferred option as it reaches the highest number of people.

AA also advised that the standard was so high with the recent Board interviews that she would like to work with a few people who were interviewed and will be discussing the potential for two Board Interns with IG. Everyone was happy with this suggestion.

6. PLACE BASED INVESTMENT TEAM PRESENTATIONS

Shared Learning Events

LRR & DH made a presentation on the recent Shared Learning Events carried out jointly with SFT – the number of Councils participating increased with each event. The presentation was well received by the Board and questions were asked around transferring the learning from this into other areas of our work.

CP advised she has a student who could assist in capturing learning from this and will speak to JMacD regarding this.

Alva Pathfinder

SM made a presentation on the whole place collaboration work we have been doing with Scottish Futures Trust and Clackmannanshire Council to improve Alva. The presentation was well received by the Board and questions were asked around how best to use the toolkit produced from this to share with other local authorities.

7. AUDIT COMMITTEE UPDATE

KM tabled the notes from the recent Audit Committee - the first she has chaired. The work around budgets and the pressures around the annual accounts deadlines for submission to Companies House was noted. She also noted that it would also be good to get someone else onto the Audit Committee.

8. NEW WEBSITE UPDATE

AE, MB & RM presented the new website which went live yesterday and explained how the work for this was part of the 2021 Corporate Strategy and Digital Strategy. The website was very well received and the Board congratulated all involved for the enormous amount of work that has gone into this.

9. ANY OTHER BUSINESS

New Board Appointments

JMacD confirmed the appointment of new Board Members and the press release will be issued tomorrow.

Key Agencies Group Chair

JMacD advised that the position of KAG chair is up for renewal and A&DS are next in line to chair this.

Director of Design

JMacD confirmed on the back of the recent news regarding the Director of Design retirement on ill health grounds we are looking at how best to replace this position.

The recent resource spending review has led us to expect cash reductions and we have been asked to look at recruitment closely along with other issues around this.

Meeting with Mr Gray MSP

AA advised we are meeting the Minister, Mr Gray next week.

Director of Design

AA advised she will send a letter from the Board to recognise the contribution the Director of Design has made to A&DS over the years.

SURF Awards

A late call went out last week for judging the SURF Awards. CP can do up until 13 October so participation is dependent on the site visit dates. KM can either pick this up from CP or be the back-up judge if deadlines are too tight.

Future Meeting Dates

AA advised that the list of future meeting dates is provisional and she will be liaising with JMacD to Jim to firm up the next, or following, meeting which will be in Glasgow. Additionally a short December Meeting will be required for formal sign off of the Annual Report and Accounts to enable the submission deadlines to be met.

The meeting closed at 1.15 pm.



Ann Allen, Chair

Date: 6 October 2022