

Architecture & Design Scotland

Ailtearachd is Dealbhadh na h-Alba

ARCHITECTURE & DESIGN SCOTLAND

MINUTES OF BOARD MEETING (86)

Online Via MS Teams

10:00 on Thursday 25 May 2023

Present: Kirsty Macari (KM) Chair, Alistair Scott (AS), Angela Bonney (AB), Bruce Ross (BR), Caroline Parkinson (CP), Daisy Narayanan (DN), Lynn Wilson (LW) & Samantha McCabe (SM)

Staff: Jim MacDonald (JMacD) CEO, Lynne Lineen (LL), Heather Claridge (HC), Sue Reynolds (SR), Andrea Hepburn (AH – Minutes)

Guests: Ashley Mullen (AM) PARD

Apologies: Ann Allen (AA) & Lizzie Smith (Observer)

Absent: Georgiana Varna (GV)

1. APOLOGIES & DECLARATIONS OF INTEREST

Apologies were received from Ann Allen.

There were no declarations of interest.

2. MINUTES OF PREVIOUS MEETINGS AND MATTERS ARISING

The Minutes from the meeting on 20 April 2023 were approved.

Feb 23 No 4 - the meeting between SM/SR has been scheduled for [date].

April 23 No 2 – in progress.

April 23 No 3 – completed as part of work to implement Project for the Web.

3. STAKEHOLDER MATRIX

LL presented an updated version of the matrix, noting that an all-staff workshop will be held on 6 June and any further updates shared with Board.

Board Members welcomed efforts to capture the key targets in the matrix and noted that it would be helpful to know who the A&DS main contact with each stakeholder is.

It was also noted that there is limited/no reference to the private sector and effort should be made to include these stakeholders.

Other points noted were the need to identify influential stakeholders who we have no contact with, the importance of identifying gaps in the matrix, the potential to monitor who is subscribed to the newsletter and the inclusion of stakeholder engagement as a standing item on Board agendas.

It was agreed that a briefing on the Board's ambassadorial role would be appropriate so should be added to the agenda for the next in-person meeting in June.

ACTION 1: June Board to include discussion/briefing on ambassadorial role for members.

Following the discussion, Board APPROVED the paper.

4. MATERIALS LIBRARY

LL provided an update on the Materials Library & Website. These are now hosted by the City of Glasgow College and supported by us, Scottish Forestry and Zero Waste Scotland.

Board welcomed the suggestion that we continue to serve as a member of the project steering group and discussed whether details of the embodied carbon of materials could be included and whether there is a role for BE-ST. It was agreed that these points would be raised with the partners to discuss how best to proceed.

LW updated that Circular Design Synergy launch their Circular Materials Library next week and it would complement the Materials Library. A global mapping of materials libraries was done as part of this and the Materials Library can be promoted alongside this.

ACTION 2: Possible inclusion of embodied carbon and role for Construction Innovation Centre to be put on the Agenda for the first partners meeting.

The Board AGREED to A&DS assuming an advisory role on a future Project Board for the Materials Library.

5. NPF4 POLICY BRIEFING

EB presented the paper and added that alongside this, we are also looking at the implications of the FM's policy prospectus and how that may impact on the delivery of NPF4. The policy endorses the focus on whole-place collaboration that sits at the heart of our work.

The Board felt this highlights the work we are doing and going forward there could be more demand for our help than we have capacity for. This will impact how we develop our next Corporate Plan. Recent conversations with the new Minister highlighted the alignment of our work with the delivery of NPF4. We are talking to SG colleagues on building capacity and how we can adapt and support people.

The Board engaged in a good discussion on the planning system and NPF4 and how A&DS can support this. They felt it was a well written paper and appreciated the clear categories in the Annex which it was suggested could align with our stakeholder engagement.

The Board NOTED the briefing.

6. ANY OTHER BUSINESS

A Fragile Correspondence Opening

JMacD updated that the preview week opened last Friday in Venice and the coverage has been positive. A series of meetings are lined up on whether we can bring some content back to Scotland after the exhibition finishes in November.

KM asked if there is anything the educational institutes can do to support the students when they return from invigilating in Venice? JMacD advised that all ideas are welcome to support any potential for bringing it back to Scotland.

Accommodation Review

JMacD noted that progress on this work has been slow but that meetings are now in place with estates team in SG/SFT and that we will still be presenting a proposed solution in the autumn of 2023.

June Meeting

This will be an all-day in-person meeting in Bakehouse Close. Subject to confirmation, the morning is likely to be a working session around the Strategy and Corporate Plan and the afternoon some external partners coming in to speak to us – these have still to be confirmed.

Mr Fitzpatrick Update

JMacD updated that, along with the Chair, he met Mr Fitzpatrick on Tuesday. The Minister had also attended a meeting that morning with other Key Agency Chief Executives. The meeting was positive and a briefing on this will be circulated.

ACTION 3: JMacD to prepare and share a briefing on the meeting with Mr Fitzpatrick.

Climate Action Towns Gathering

JMacD and LL updated that this event was very successful and they were able to show the film that was produced for Climate Action Towns at it. The Minister, Ms McAllan, was not able to attend in person but she did record a message for the event.

UKREiiF

SM asked is UKREiiF is on our radar? The recent conference in Leeds was heavy on the private sector but a lot of public sector was also represented this year. It is another platform for us. JMacD advised he will have a look at this and have a separate chat with SM on this.

ACTION 4: JMacD and SM to have a chat around UKREiiF.

20 Minute Neighbourhood Guidance

AM wished to thank A&DS colleagues and the wider work of A&Ds for the contributions which helped formulate the Local Living and 20 Minute Neighbourhood Guidance. The consultation has been hijacked by inappropriate responses so if people don't want to respond direct on this there is an email address you can use.

DN also mentioned recent public consultations and some of the conspiracy theories around these and the shocking responses coming in around them. The safety of colleagues going out to public events was discussed along with opposition to social media posts. All agreed that it is concerning what people have to contend with and should something be put in place for the staff and Board re resilience to opposition? JMacD advised we can look at this so we are prepared just in case. SG are discussing how they handle these things going forward.

ACTION 5: JMacD to speak to A&DS team then liaise with DN/AM around what support is required around public events, etc.

Artificial Intelligence

DN asked if A&DS have had any discussions on how we capture some of the challenges/opportunities that come with this. JMacD advised we are aware of this and is one to consider when Digital Planning work is discussed.

The meeting closed at 11.20 am.



Signed:

Kirsty Macari, Deputy Chair

Date: