

# Architecture & Design Scotland

Ailtearachd is Dealbhadh na h-Alba

## **ARCHITECTURE & DESIGN SCOTLAND**

### **MINUTES OF BOARD MEETING (90)**

**Online Via MS Teams**

**10:00 on Thursday 16 November 2023**

**Present:** Ann Allen (AA) Chair (part), Kirsty Macari (KM), Alistair Scott (AS), Angela Bonney (AB), Bruce Ross (BR), Caroline Parkinson (CP) & Lynn Wilson (LW)

**Staff:** Jim MacDonald (JMacD) CEO, Lynne Lineen (LL), Heather Claridge (HC), Sue Reynolds (SRe), Anja Ekelof (AE), Emelie Borg (EB) & Andrea Hepburn (AH – Minutes)

**Guest:** Sandy Robinson (SRo) & Graeme Walker (GW), PARD

**Observer:** Eilidh Henderson (EH)(to Item 4)

**Apologies:** Sam McCabe (SM), Daisy Narayanan (DN) & Lizzie Smith (LM)(Observer)

**Absent:** Georgiana Varna (GV)

#### **1. APOLOGIES & DECLARATIONS OF INTEREST**

Apologies were received from Sam McCabe, Daisy Narayanan & Lizzie Smith.

The Chair advised she would need to step out during the meeting to take another call and KM would deputise.

At Item 5, Future Accommodation, Caroline Parkinson declared an interest in Edinburgh Futures Institute (one of the options being looked at).

#### **2. MINUTES OF PREVIOUS MEETINGS AND MATTERS ARISING**

The Minutes from the meeting on 24 October 2023 were approved. The Chair wished to thank the team for the organisation of a good day in Alloa last month.

There were no matters arising.

### **3. CORPORATE PLAN 2 (CP2)**

JMacD introduced the latest version of the core content for CP2 and confirmed that this remains as previously presented with emphasis on delivery, capturing and sharing lessons and supporting place partnerships. Next steps will involve engaging with key stakeholders and undertaking a wider consultation exercise; a pre-submission meeting with the Minister early in the new year; presentation of the final draft to Board in February prior to formal submission to Ministers before the launch next Spring.

Discussion took place with questions around limited resources and making choices on how our engagements can have maximum impact; building on the unique skill set staff bring to the organisation and how we can build on these skills.

The draft Corporate Plan 2 was AGREED.

### **4. OUTCOMES REPORT (APRIL – SEPTEMBER 2023)**

EB took the report as read and advised that this demonstrated how much data and evidence we have access to. We have turned the corner with Outcomes 7 & 8 and are close to putting a proposal to Leadership Team on Outcome 4, collaboration with AHRC to build our capability of capturing data and evidence. We are aiming to get our learning out to others and make as much data available as possible.

CP advised that the University have been successful with BRAID Fellowships and could offer 18 months of support on data driven innovation.

LL advised that data is being collected but has not always been stored where it is easily accessible but Project for the Web will capture this and we will see more in the Q3 reporting. As we collect more information and data we can look at how we can use this going forward.

KM thanked the team as they are doing an amazing job with this evolving process changing how we do our reporting and deliver on outcomes.

The report was NOTED.

### **5. FUTURE ACCOMMODATION (IN CONFIDENCE)**

JMacD advised that the paper had been provided in confidence to enable the Board to make an in-principle decision on our future accommodation requirements. We are currently waiting on one further costing and staff still have some visits and feedback forms to complete. Once all of this is in place, the analysis will be finalised. Separately, we continue to work on securing access to touch down spaces throughout the country.

Once a preferred option is decided upon we will submit a business case to Ministers.

The preferred option was AGREED IN-PRINCIPLE.

Should the additional information result in no change to the preferred location the Board were happy to delegate taking matters forward to JMacD. Should there be a change in preferred location the Board were happy to delegate the decision making to the Chair.

## **6. ANY OTHER BUSINESS**

### Future Meetings Cycle

SRe updated that since the papers were circulated the date for the approval and signing off the Annual Report and Accounts has been moved to 30 November.

The proposal for next year is to hold three in person meetings in April, June and October and four online meetings in February, May, September and November. The March meeting will be a Strategy/all day meeting. Board Members were asked to advise ASAP if any of the proposed dates are unsuitable.

**ACTION 1: Board Members to advise by Tuesday 21 November of any future meeting dates that are unsuitable.**

### Scotland + Venice Update

JMacD updated on Venice which closes on 26 November – there will be events in the lead up to the closure and a review thereafter with the report available approximately May 2024. Thereafter, subject to confirmation, A Fragile Correspondence will be exhibited at the V&A from late 2024.

### Architecture Review

JMacD advised that last week the Minister announced a review of Architecture Policy Delivery. We are liaising with PARD on this with the first part to be concluded by Christmas and the next part in the Spring. We will need to communicate internally on this but it is another opportunity to demonstrate our value.

SRO advised that this is consistent with the Public Service Reform Agenda and the Architecture & Place Policy is ten years old now therefore it is about refreshing this by looking at what we are doing and how we are delivering it. Since inception there have been a lot of changes in the policy landscape with more focus on net zero and this is an opportunity to take this forward. This will be a transparent process with PARD working alongside A&DS and the Board.

## Annual Report and Accounts

KM reminded everyone about the rescheduled date (30 November) for approval and sign off on the Annual Report and Accounts and thanked everyone for making themselves available for this.

The meeting closed at 11.25 am.

A handwritten signature in cursive script, appearing to read 'Ann Allen'.

Signed:

**Ann Allen, Chair**

Date: 08 February 2024