

Architecture & Design Scotland

Ailtearachd is Dealbhadh na h-Alba

ARCHITECTURE & DESIGN SCOTLAND

MINUTES OF BOARD MEETING (94)

ONLINE VIA MS TEAMS

10:00 Thursday 18 April 2024

Present: Ann Allen (AA) Chair, Alistair Scott (AS), Angela Bonney (AB), Bruce Ross (BR), Daisy Narayanan (DN), Georgiana Varna (GV), Kirsty Macari (KM), Lynne Wilson (LW), Sam McCabe (SM)

Apologies: Caroline Parkinson (CP)

Staff: Anja Ekelof (AE), Jim MacDonald (JM), Lesley Riddell-Robertson (LRR – for QMU presentation only), Sue Reynolds (SRe),

Guests: Sandy Robinson (SRo) & Graeme Walker (GW) PARD

1. PRESENTATION ON QMU OUTDOOR LEARNING WORK

The Board had a presentation by Lesley Riddell Robertson to share an overview of the work we have been doing with Queen Margaret University, culminating in the launch of the Outdoor Learning Hub and Discovery Trail.

Architecture and Design Scotland have worked in partnership with Queen Margaret University (QMU) over the past few years to develop the physical spaces of the university as a hub for outdoor learning and activity throughout the campus. At the centre of the hub is the Wee Forest, planted in 2022 and funded by NatureScot. Within the Wee Forest is The Howff, which is part of the overall hub masterplan, designed by Wardell Armstrong Landscape.

The overall aim of the Outdoor Learning Hub at the QMU Campus has been to create impact on three levels:

- To influence the use of outdoor spaces in educational settings
- To create transferable learning for local authorities and learning estates
- To create a hub of good practice and resources to support and influence future Learning Estates on provision for outdoor space.

The Outdoor Hub and Discovery Trail was officially opened in March 2024 and as part of the launch, the Learning Resource videos A&DS commissioned have now been made available on QMU's dedicated website page featuring and background interviews featuring A&DS staff.

Lesley reported that there had been a good amount of press coverage of the launch. The team are currently developing the learning from this project and building this into the work of Corporate Plan 2, championing future consideration of the design and thinking around the learning estate outdoor spaces in line with our overall aim set out in the corporate plan and are also keen to link this work into the learning from the Climate Action Town project.

The Chair thanked LRR for a great presentation and was keen to see this work included in the Corporate Plan.

2. **APOLOGIES AND DECLARATIONS OF INTEREST**

Apologies were received from Caroline Parkinson.

There were no declarations of interest.

3. **MINUTES OF PREVIOUS MEETINGS AND MATTERS ARISING**

Typo on page 3 change - AS noted line should read - 'as' noted.

ACTION 1: Amend typo on page 3.

The minutes of the meeting on 14 March 2024 were approved.

4. **CEO MONTHLY UPDATE**

The Board noted this new Board report would be available at each meeting as it was intended to give Board members an insight into issues and events that are current and relevant from an Accountable Officer viewpoint.

The Board welcomed the update paper and noted it was a good way of keeping up to date with key issues and recent movement on big ticket items eg the rapid functional assessment/policy review and generally on key operational matters, eg secondment of Ian Gilzean from Scottish Government and relationships and partnerships with colleagues at EFI.

The Board were keen to be kept updated on the issue of collaboration and therefore this should be a regular standing item update on the paper.

ACTION 2: Provide the Board with feedback on how the collaboration with EFI is progressing monthly.

5. **BOARD SELF-ASSESSMENT AND NEXT STEPS**

SR presented the Board with the results from the recent Board Self-Assessment exercise.

The Chair noted that it is good practice for Board members to reflect on performance and take stock of where the Board currently is and where it would like to be in the future.

The Board discussed the findings and agreed the following actions:

1. Board member, Angela Bonney, who is an accredited trainer on Insights will run a morning session on 26 June 2024 for Board members and Leadership Team.
2. Training day - CIT will set up two bite sized training session dates for all Board members focussing on the issues raised above and in the Audit Committee Self-Assessment.
3. In accordance with feedback from Audit Committee's self-assessment, Secretariat will send out Board minutes within 14 days of meeting being held for info.
4. Board members will be fully engaged with Key Stakeholders going forward.

ACTION 3: Report back to the Board on the progress of the above actions at the October 2024 Board meeting.

6. **TERMS OF REFERENCE UPDATES FOR AUDIT COMMITTEE AND BOARD**

SR presented the Board with a revised set of Terms of Reference for both Board and Audit Committee. These revised Terms of Reference took account of the appointment of a deputy chair for both Board and Audit Committee, along with updates on operational procedures.

The Board formally endorsed Kirsty Macari as Deputy Chair of Main Board, and Angela Bonney as Deputy Chair of Audit Committee.

A question was asked whether the CEO was a non-executive Director of the Board too? It was confirmed that the CEO attended Board as A&DS's Accountable Officer, the CEO is also accountable to the Scottish Parliament as well as A&DS Board. The Chair is accountable to Scottish Ministers and Scottish Ministers are accountable to the Scottish Parliament. Therefore, it is not appropriate for the CEO to be a non-executive Director of A&DS Board.

The Chair also asked Board members to ensure they reported meeting absences to both Board and Audit committee meetings within 7 days of the meeting date and where every possible made every effort to attend of the day. To ensure maximum attendance – Audit Committee meetings would move to the same day as Board. On Board and Audit days - Audit Committee meetings will commence at 0900hrs, and Board will commence at 1100hrs.

ACTION 4: Cancel all scheduled Audit Committee dates and issue new ones to align with the Board meetings

The Board AGREED the terms of reference for Audit Committee and Board subject to the minor amendments below:

- a) Change Accounting officer to Accountable Officer as appropriate
- b) Update chair and deputy chair names on both sets of terms of reference
- c) Sense check para in Audit Committee ToR on number of meetings scheduled to take place in any one year.

7. AOB

The Chair thanked everyone for their attendance and noted the inspiring presentation at the start of the meeting which we will aim to do more of.

The Board noted that the Comms plans around letting people know we are moving was in action. An update had been shared with our Design Panel members and key stakeholders will be receiving an email with new address details. We will also be covering the move in our newsletter and website.

It was noted that Board members were welcome to visit EFI before the formal Board meeting taking place there in June.

The Chair of the Board recognised that Bakehouse Close has been a great facility for the organisation and acknowledged how much we have achieved there.

The next meeting is scheduled to take place at EFI online at 1000hrs on Thursday 16 May 2024.

The Meeting closed at 11:20.



Signed:

Ann Allen, Chair

Date: 16 May 2024