

Architecture & Design Scotland

Ailtearachd is Dealbhadh na h-Alba

ARCHITECTURE & DESIGN SCOTLAND

MINUTES OF BOARD MEETING (44)

Bakehouse Close, Canongate, Edinburgh

1.30 pm on Monday 12 December 2016

Present : Karen Anderson (KA) (Chair), Alan Sim (AS), Andy Burrell (AB), David Chisholm (DC), Graham Hill (GH), Graham Ross (GR), Sandy Beattie (SB), Sue Evans (SE)

Staff : Jim MacDonald, Chief Executive (JMacD), Andrea Hepburn (AH - Minutes)

1 APOLOGIES

Apologies were received from Jonny Hughes and Martin Crookston.

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 MINUTES OF MEETING ON 14 NOVEMBER 2016 & MATTERS ARISING

The Minutes of the previous Meeting were AGREED.

4 CORPORATE STRATEGY 2017/20

JMacD presented the latest draft of the Corporate Strategy which reflects the recent consultation exercise and the responses to that.

At this stage the images are place holders and members are invited to suggest any images they would like to see used.

ACTION 1 : Members' suggestions for images to be used in the Corporate Strategy to be sent to AE.

The next steps will be to re-work the draft and discuss it with members in January ahead of presentation of the final draft for sign off in February. The intention is that the next draft will be circulated by 23 December. The Deputy Chair and Chief Executive will then meet with the Cabinet Secretary early in 2017 to discuss the strategy and seek her views ahead of the February Board meeting.

5 BOARD SUCCESSION PLANNING

KA advised that we need to establish a timetable for the Succession Planning Committee to meet. The Sub-Committee will then map out our requirements based on the profile/experience we require. In addition, the Sub-Committee will need to ensure diversity and gender equality is also taken into account.

SE suggested adding the following to the Terms of Reference responsibilities:-

- Understand the public appointments process;
- Establish an agreed programme and methodology for progression.

The timetable for April 2018 appointments will probably commence with adverts around October 2017. As the Chair sits on the panel then the process for a new Chair will commence prior to this.

SB advised he would be happy to sit on this committee in addition to DC, SE & JH who had put themselves forward at the August meeting.

ACTION 2 : AH to convene the first Committee Meeting in the New Year.

The Board were happy to APPROVE the draft Terms of Reference subject to the additions SE suggested.

ACTION 3 : AH to amend the Terms of Reference and issue to Board for information.

6 UPDATE ON HR REPORT

This item was heard by Board Members *in camera* at the conclusion of the meeting.

7 DESIGN ADVICE

HC's paper on Design Advice was tabled. This forms part of the change process and makes roles and responsibilities clearer and is a useful aid to make good use of our resources.

The Board welcomed the paper but asked that an update on how it was brought together be prepared. It was agreed that the schedule is useful but it would be easier if it was a flow chart showing the process of who gets involved and where with the impacts at the end. KA/SE also enquired what came out of the panel discussion from the last Panel event that they attended and requested a follow up meeting with HC prior to the February Board.

ACTION 4 : Follow up meeting with HC/KA/SE to be arranged by AH.

8 ANY OTHER BUSINESS

JMacD tabled designs for the Annual Review 2016. AS commented that under the list of places we had worked possibly East and West Dunbartonshire should be listed as Bishopbriggs, Kirkintilloch, etc.

We will be printing approximately 500 copies for distribution. Members were invited to send names of proposed recipients to AE.

ACTION 5 : All to send names of recipients for Annual Review to AE.

Chair/CEO Diaries

KA has been involved with the Inverness Architecture Conference; Disappearing Glasgow; RIAS Gardens; RIAS Council and the Dundee Festival.

JMacD activities are in the weekly blogs and he noted that the Management Team Training from the HR investigation will be on Wednesday & Thursday of this week.

It was noted that the office will close early on Friday 23 December and re-open on Wednesday 4 January.

Board Member Diaries

DC attended an event in the Fire Station in Dunfermline which would make a good Best of the Best location; Tim Ferguson of Ferguson Planning met with the local village council and is keen to involve PAS with the opportunity for a demonstration workshop and DC also referenced a Longannet Power Station innovation.

SE attended the Landscape Institute Awards in November – it was noted that The Landscape Institute has a new CE, Dan Cook.

SB has been asked to be an assessor at the Aberdeen & Aberdeenshire Local Awards in January.

GR sat on the panel for the Scottish Property Awards and DMcK has been in touch to contact the Saltire Panel re Place Standard.

AB attended an Academy of Urbanism event in Dundee which was well sponsored.

GH attended the Private Jobs Awards; a Breakfast on the Housing Crisis and is engaging with Edinburgh City on the City Vision.

The Meeting closed at 3.45 pm

Signed:

Karen Anderson, Chair

Date