

# Architecture & Design Scotland

Ailtearachd is Dealbhadh na h-Alba

## **ARCHITECTURE & DESIGN SCOTLAND**

### **MINUTES OF BOARD MEETING (46)**

**Bakehouse Close, Canongate, Edinburgh**

**1.00 pm on Monday 8 May 2017**

**Present :** Karen Anderson (KA) (Chair), Alan Sim (AS), Andrew Burrell (AB), David Chisholm (DC), Jonathan Hughes (JH), Martin Crookston (MC), Sandy Beattie (SB), Sue Evans (SE)

**Staff :** Jim MacDonald, Chief Executive (JMacD), Heather Chapple (HC), Lynne Lineen (LL), Sue Reynolds (SR), Andrea Hepburn (AH - Minutes), Diarmaid Lawlor (DL)(part), Steve Malone (SM)(Item 8)

**Guests :** Fiona McKerrell (FM) & Joann Russell (JR)

#### **1 WELCOME, APOLOGIES & DECLARATIONS OF INTEREST**

KA welcomed everyone and introduced Fiona McKerrell of Shepherd & Wedderburn and Joann Russell of HES who are both Board Shadows attending in an observing capacity.

Apologies were received from Graham Hill and Graham Ross.

There were no declarations of interest.

#### **2 MINUTES OF MEETING ON 10 APRIL 2017 AND MATTERS ARISING**

The Minutes of the previous meeting were AGREED. All actions have been completed.

#### **3 CEO UPDATE**

The Chief Executive's update report was presented for noting. As part of this, the Strategic Risk Register was highlighted following changes that have been made to its format.

The Report was NOTED.

#### **4 MANAGEMENT REPORT 2016/17**

##### **4a Q4 Management Accounts Update**

The Q4 2016/17 Management Accounts were presented by LL. Budgeted income was £1,978,000 with total spend to 31 March 2017 of £1,761,000 (89% of total income) with a further £210,000 committed by Purchase Orders at 31 March 2017 (11%). The total income not spent or committed is £7,000 (0.3% of our total income). This will be carried forward to 2017/18 and allocated to projects authorised by the Management Team. Within the committed expenditure is an amount of £43,000 in respect of the dilapidations provision for the lease end at Bakehouse Close – as agreed last year with our previous auditors. Audit Committee asked that this provision be reviewed for possible inflation of costs.

It was noted that our new external auditors, Audit Scotland, will be in at the end of the month which will enable us to start work on the Statutory Accounts.

The Report was NOTED.

#### **4b Business Plan Round Up**

DL presented the Business Plan round-up for 2016/17. This provided summaries of all the projects from last year with reports on the outcomes and lessons learned. Moving on we have identified the need to increase our focus on project outcomes; target our audiences; share processes and efficiencies better and manage staff time to avoid recurring issues.

The Board asked that the document be made available by email and/or Trello.

AS advised that Table 1 was not in the document and HC highlighted a duplication in the report and the need to add further projects.

**ACTION 1 : Business Plan Round Up Report to be updated and circulated and/or uploaded to Trello.**

The Report was NOTED.

#### **5 BUDGET 2017/18**

The 2017/18 budget was approved at Board in February. Subsequent to this a series of changes have been necessary as a result of adjustments from 2016/17 year-end. These changes are now reflected in the amended budget which is presented for information.

Following a request from MC it was agreed that an additional column be added to show the figures for the previous year.

**ACTION 2 : LL to include previous year's figures in future budget reports.**

The Report was NOTED.

#### **6 BUSINESS PLAN IMPLEMENTATION 2017/18**

SR presented a revised draft template for reporting on the Business Plan which will streamline the quarterly reporting and establish links between the work and the new Corporate Strategy. The new format was welcomed and AGREED by the Board.

#### **7 COMMITTEE UPDATES**

##### **7a Audit Committee**

LL tabled a paper updating on the preceding Audit Committee Meeting and covering: Quarterly Governance Statement; Q4 Management Accounts; Internal Audit; Strategic and Corporate Risk Registers; Sickness Absence Rates in Comparable Organisations; Data Management Project; Cybercrime and Cloud Storage; Business Continuity Plan and the Chair's Report on the SG Improvement Group.

MC drew the Board's attention to the part of the Audit Chairs Group Report on Risk and Assurance.

The Report was NOTED.

## **7b Succession Planning Committee**

SE updated the Board on the preceding Succession Planning Meeting. The programme aims to have the new Chair appointed by the end of October, 2 Board Members by March 2018 and a further 5 Board Members by January 2019.

The panel will be made up of John McNairney, SG Chief Planner, an independent external member and a representative of the public appointments team.

## **8 TOWN CENTRE LIVING**

SM joined the meeting to make a presentation on Town Centre Living. We have been testing and developing this resource over the last year by facilitating workshops and sharing examples of sustainable town centres. This has involved linking organisations to work together to agree how to increase residential units within existing town centres. As part of this, we provide them with resources to show what things could look like - so far have done work on this in Arbroath, Clarkston and Ardrossan.

The Board welcomed the presentation and asked to be kept apprised of the project as it develops.

## **9 DESIGN ADVICE**

HC tabled a paper outlining the progress being made on delivering design advice through both staff and panelists. She highlighted how we have been piloting different ways of doing things and are developing a set of tools that people can use. This involves using the panel more selectively for projects that require their expertise while staff provide advice on the other projects.

The report was NOTED.

## **10 DATA MANAGEMENT**

LL provided an update on the Data Management Project. She drew Board's attention to the appointment of a consultant to gather evidence and draft policies. MC advised Board that the Audit Committee is satisfied that this additional resourcing is appropriate.

The Board NOTED the Report.

## **11 ANY OTHER BUSINESS**

### Chair/CEO Diaries

KA is scheduled to meet with Stewart Milne Homes; has had an approach from the Mackintosh School of Architecture re "Envisaging Architecture" which she is happy to support and will be meeting Cllr David Macdonald of GCC following chairing a Hustings in the Lighthouse. She also highlighted the RIAS Conference in Stirling on Friday if we are able to support it.

JMacD will be attending the Seeding Success event in Paisley on Wednesday; the Homes for Scotland Awards on Friday; has an upcoming meeting with Steve Dunlop and a UK Design Agencies Meeting in Cardiff. He also advised that we have three new staff start starts in May.

### Other Diaries

SE mentioned the 2017 CSGN Forum – "How Green Infrastructure is Transforming the Way we Live" on 15 June. KA is the morning moderator with key note speakers from Milan, Copenhagen and Belfast.

AB is attending the Academy of Urbanism 50<sup>th</sup> anniversary in Milton Keynes at the end of June.

DL advised that he will be joining the STP and Regeneration Division in Malmo at the beginning of June.

June Away Day

JMacD tabled an initial draft for the Away Day in June which will take place at the Falkirk Wheel. Final details are still being worked up.

Charity Auction

KA updated that the Auction at the end of the Away Day to support Parkinson's research will have an end of May deadline for donations.

Staff Survey

JMacD advised the 2017 Staff Survey closed on Friday and early indications are it is more positive than last year with things moving in the right direction.

The Meeting closed at 4.10 pm

Signed: .....

**Karen Anderson, Chair**

Date .....