

# Architecture & Design Scotland

Ailtearachd is Dealbhadh na h-Alba

## **ARCHITECTURE & DESIGN SCOTLAND**

### **MINUTES OF BOARD MEETING (48)**

**Bakehouse Close, Canongate, Edinburgh**

**1.30 pm on Monday 13 November 2017**

**Present :** Graham Ross (GR) (Vice Chair), Alan Sim (AS), David Chisholm (DC), Jonathan Hughes (JH), Martin Crookston (MC) & Sue Evans (SE)

**Staff :** Jim MacDonald, Chief Executive (JMacD), Heather Chapple (HC), Lynne Lineen (LL), Diarmaid Lawlor (DL), Sue Reynolds (SR), Andrea Hepburn (AH - Minutes) & Anja Ekelof (AE)(Item 7)

**Guests :** Ian Gilzean (IG), Architecture & Place, Scottish Government, Fiona McKerrell (FM) & Lynn Downie (LD)

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

Apologies were received from Karen Anderson, Sandy Beattie, Andy Burrell and Graham Hill.

GR declared an interest as part of the creative team appointed to the Scotland + Venice project.

#### **2 MINUTES OF MEETING ON 14 AUGUST 2017 AND MATTERS ARISING**

The Minutes of the meeting of 14 August were AGREED.

##### 14 August 2017 : Action 1

This action was amended to require reporting to the February Audit Committee rather than Board.

#### **8 IN CONFIDENCE: BOARD SUCCESSION PLANNING UPDATE**

At the Chair's request this item was brought forward. IG updated the Board on the recruitment of a new Chair for A&DS, noting that no appointment has been made and that confirmation of the next steps is anticipated shortly.

#### **3 CEO UPDATE**

It was highlighted that there is some overlap between this and items 4 & 5. JMacD agreed to review the format of these reports ahead of the next meeting.

The Report was NOTED.

#### **4 BUSINESS PLAN PERFORMANCE REPORT Q2**

In response to MC, LL explained that the £34,000 of unallocated funds were largely a function of underspend on the salary budget.

JMacD confirmed that there no changes have been made to the Strategic Risk Register since the last meeting and that Management Team look at Risk each month with operational risks being managed within individual projects.

The Report was NOTED.

AS provided an update from the Communications Group.

- Website user-figures are increasing as is social media activity;
- There will be an increased focus on communications within project planning;
- The Digital Gallery work was welcomed;
- The final draft of the Annual Review was agreed.

#### **5 CORPORATE STRATEGY 2017/20 IMPLEMENTATION**

JMacD reported that there are currently 24 projects running and a further 12 in development. 4 projects have completed evaluations and a further 4 are planned to do so by May 2018.

JMacD provided a detailed review of the Balanced Scorecard. The Chair welcomed the introduction of the Scorecard, thanked those involved and asked that an electronic version of this be sent out to Board Members

**ACTION 1 : SR to circulate a copy of the Balanced Scorecard to Board.**

The Report was NOTED.

#### **6 STAFF SURVEY UPDATE & 3 YEAR WELLBEING PLAN**

The updated action plan prepared following the 2017 staff survey shows only one item still requiring action. JMacD to prioritise action on this.

Related to this, SR presented proposals to introduce a wellbeing programme and target establishing A&DS in the top 100 employers.

The Board were fully in favour of this. A question was raised regarding progress with introducing a set of Corporate Values and LL advised she is working on this with a small group of staff and hopes to implement these very soon. The Board asked if they could see the Values once finalised and JMacD agreed that this could be included on the next agenda.

**ACTION 2 : LL to prepare a paper on A&DS Corporate Values for the next Agenda.**

The Wellbeing Report was NOTED and the Board AGREED that A&DS embark on a Wellbeing Programme.

## 7 HOUSING AND PUBLIC INVESTMENT FOLLOW-UP

AE tabled a summary of September's Strategy discussions on housing and how this can be distilled into consistent messages. GR stressed that KA is keen that this is something we get moving on. After discussion it was agreed that a proposal would be worked up to enable further discussion at the December meeting.

### **ACTION 3 : JMacD to prepare a paper for the December Meeting.**

The Report was NOTED.

## 9 VALUE OF DESIGN

GR & MC tabled their paper on The Value of Design drafting up a research proposal. After discussion it was agreed that this proposal should be sharpened up and the implications should be explored prior to being reviewed again.

## 10 TRANSPARENCY : PUBLISHING BOARD PAPERS

To improve our governance, transparency and alignment with the wider public sector, it was proposed that we extend the scope of material that is currently published to include all Board Papers and to do so via our website one week prior to Board Meetings. It was highlighted that certain items will be exempt from publication, e.g. covering confidential financial, HR or operational issues.

The Board AGREED the recommendation.

## 11 STALLED SPACES

DL made a presentation on the Stalled Spaces project which was well received and the Chair congratulated those involved on behalf of the Board.

## 12 ANY OTHER BUSINESS

### December Away Day

The draft agenda for the December Away Day was tabled. It was agreed that this should be circulated to allow Members to comment.

### **ACTION 4 : Board members to provide comment on the December agenda by 17 November.**

### Social Bite Sleep Out

SE wished all the Board Members and staff taking part in Social Bite's Sleep Out in Princes Street Gardens on Saturday 9 December the best of luck.

The Meeting closed at 4.45 pm.

Signed: .....

**Graham Ross, Vice Chair**

Date .....