

# Architecture & Design Scotland

Ailtearachd is Dealbhadh na h-Alba

## **ARCHITECTURE & DESIGN SCOTLAND**

### **MINUTES OF BOARD MEETING (98)**

**Online Via MS Teams**

**10:45 am on Wednesday 13 November 2024**

**Present:** Ann Allen (AA) Chair, Alistair Scott (AS), Angela Bonney (AB), Caroline Parkinson (CP), Daisy Narayanan (DN), Kirsty Macari (KM), Lynn Wilson (LW), Sam McCabe (SM)

**Staff:** Jim MacDonald, (CEO), Lynne Lineen (LL), Sue Reynolds (SRe), Emelie Borg (EB)(Items 6 & 7), Steve Malone (SM)(Item 9), Johnny Cadell (JC)(Item 9) & Andrea Hepburn (AH - Minutes)

**Guests:** Sandy Robinson (SRo) Planning, Architecture & Regeneration Directorate, Scottish Government

**Apologies:** Bruce Ross

**Absent:** Georgiana Varna

#### **1. WELCOME & INTRODUCTIONS**

The Chair welcomed everyone to the meeting.

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

Apologies were received from Bruce Ross.

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

The Minutes from the meetings on 16 June and 11 September 2024 were approved.

SRe updated that the only outstanding matter arising is the Business Continuity Plan. She met EFI's corporate team to review this and as they are updating their processes therefore we will continue to liaise with them over the next six months. This will be brought back to the Board in June 2025. In the meantime this can be removed from the tracker.

#### **4. CEO's UPDATE**

The update paper was taken as read. DN asked how we chose the podcast guests. HC advised that the topics are picked by Design Advice, herself and the Outreach team and the next focus is on housing. If anyone has any good future topics please send them over and we will keep a list of these for a regular feature.

**ACTION 1: Share a list of podcast topics with the board and update at future meetings.**

The CEO's update was NOTED

#### **5. REVIEW UPDATE**

JMacD reported that following the September meeting, we responded to the draft recommendations, which have now been signed-off by the Cabinet Secretary for Constitution, External Affairs, and Culture (CSCEAC). In anticipation of an announcement from CSCEAC, we have begun to work through the recommendations with PARD and the whole staff. This work will continue until the end of 2024 ahead of a further round of engagements with stakeholders. The expectation is that PARD will remain closely involved in this work.

SRo advised that the announcement by CSCEAC will not go into detail but instead give the direction of travel and highlight the new sector development role.

The Chair stressed that the stakeholder discussions later are a critical part of this. At the recent meeting with CSCEAC, the need to move at pace was clear as was CSCEAC's willingness to support the direction of travel. JMacD noted the continued importance of demonstrating the value we add, and of being mindful of CSCEAC's priorities.

The Chair advised that implementation of the review recommendations should be reported directly to Board at each future meeting.

#### **6 OUTCOMES REVIEW CP1 2021-2024**

JMacD introduced items 6 & 7, noting that the former covered a period of development while the latter show how the learning from this has been applied.

EB ran through the outcomes for 2020/24, the positive evidence, lack of evidence and how we evaluated this to take forward into 2024/27.

The Board acknowledged the importance of the work on outcomes and the progress being made in reporting. AB offered her assistance with visual comparisons on media coverage and the website if required.

The Board also noted that academics are used to research evidencing outcomes and if they see anything that could help they should share this. LW suggested that as there is huge potential to support this, particularly from academics who would welcome a mini workshop to help position the economic impact of A&DS. The university could work with us to build on the work and see if there are any supporting tools. EB was open to any support and input offered.

The Board NOTED the Report.

## **7. OUTCOMES UPDATE CP2 2024 -2027**

For 2024/27 we are using five outcomes and embedding the evaluation processes early to ensure a better data flow. We are mapping our resources and there is a close relationship between the Business Plan, Performance Management and Evaluation to ensure that our contribution to SG's missions is clear.

The Board acknowledge this and the effort that has gone into streamlining the outcomes with a large amount of information and research. They support the work and its importance and wish to emphasise to staff the overarching importance of being able to understand the extent to which we are achieving the outcomes we have set.

The Board NOTED the Report.

## **8. STAKEHOLDER UPDATE**

SR is working to support JMacD on the Stakeholder Strategy and this will form a key part of the review recommendations. SR outlined a proposal to refocus the key stakeholder work and adapt the strategy to engage in key stakeholders. Priorities will be:

- Ministers - we wish to focus solely on engagement with the Cabinet Secretary;
- Professions – through increased contact with architecture and related professions;
- International - establish relations with Scotland international officials.

SR also reported evidence to suggest that we are raising our profile. As of the end of October this year we received 60 invites and 94 pieces of correspondence, compared to 39 and 49 last year, an increase of 54% and 92% respectively.

The Board AGREED to the changes proposed.

## **9. ROUTEMAP TO REGENERATION UPDATE**

SM & JC joined the meeting to update on the Routemap to Regeneration project. This is a collaboration between the Regeneration and Outreach teams, gathering the information on the most effective tools, approaches and methodologies we use and the impacts they have.

This was done by means of interviews with staff and looking at the tools and methodologies used, then looking through the processes, stages and scales used. The object is to take this information to help inform an initial Routemap to Regeneration toolkit for both internal and external use.

The presentation was well received and the Board felt it was a valuable piece of work.

The Board NOTED the progress on this work.

## **10. ANY OTHER BUSINESS**

JMacD advised that although the next meeting has been set aside for signing of the Annual Report and Accounts, we expect to add to the agenda with an item on the Review.

Date of next meeting – Wednesday 11 December 2024 for ARA Review and Recommendation for Approval.

The meeting closed at 12.30 pm.

A handwritten signature in black ink, appearing to read 'K Macari', is enclosed in a thin black rectangular border.

Signed:

**Kirsty Macari, Deputy Chair**

Date: 11 December 2024