

ARCHITECTURE AND DESIGN SCOTLAND

BOARD MEETING (99)

Online Via MS Teams

10.00 am on Wednesday 11 December 2024

Present: Kirsty Macari (KM)(Deputy Chair), Angela Bonney (AB), Alistair Scott (AS), Bruce Ross (BR), Caroline Parkinson (CP), Lynn Wilson & Sam McCabe (SM)

Staff: Jim MacDonald, (CEO), Lynne Lineen (LL), Sue Reynolds (SRe) & Andrea Hepburn (AH - Minutes)

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

1. WELCOME & INTRODUCTIONS

KM welcomed everyone to the meeting and noted that the Annual Report and Accounts were being presented jointly by KM (Audit Chair) and AB (Audit Deputy Chair) due to KM chairing both Board and Audit today.

2. APOLOGIES & DECLARATIONS OF INTEREST

Apologies were received from Ann Allen, Daisy Narayanan & Georgiana Varna.

3. MINUTES OF PREVIOUS MEETINGS AND MATTERS ARISING

The previous Minutes were AGREED.

SR confirmed that the link to the podcast has now been circulated to members and that other podcasts are in the pipeline. AB noted it was good to see these new channels of media.

4. REVIEW AND APPROVE ANNUAL REPORT AND ACCOUNTS

Following sign-off by the Audit Committee, the Annual Report and Accounts were presented to Board for approval by LL.

KM thanked LL and the wider team, noting that the report shows the breadth of the organisation's impact.

The Annual Report and Accounts were APPROVED.

5. UPDATE ON REVIEW

JMacD updated members on changes since the paper was drafted, principally drawing attention to the later date of submission now planned (31st January) for our response to the review recommendations. This will require an additional Board meeting in January (29th).

The related VSS has concluded - three applications were received of which two were accepted with staff leaving in March. The third was unaffordable but we are looking at options to fund this from next year's budget. The consequence of this is a loss of capacity, skills, knowledge, and experience and JMacD underlined the need to be mindful of the impact this will have across the staff. KM acknowledged the challenges for JMacD and the team and offered the Board's support in meeting these.

KM asked how the team are finding the continued significant changes. JMacD accepted that there are concerns and that the situation increases the likelihood of staff looking for opportunities elsewhere. KM noted this and hoped the Q&A with staff will be helpful with this.

6 Q&A SESSION WITH STAFF ON REVIEW

Various staff members joined online for a Q&A session with the Board around the Review.

7. ANY OTHER BUSINESS

AB advised members that she has been appointed Chair of the Scottish Civic Trust. She was congratulated on this appointment.

Date of next meeting – 29 January 2025 to update on the Review.

The meeting closed at 11.40 am.



Signed:

Kirsty Macari, Deputy Chair

Date: