

# Architecture & Design Scotland

Ailtearachd is Dealbhadh na h-Alba

## **ARCHITECTURE AND DESIGN SCOTLAND**

### **BOARD MEETING (100)**

**Online Via MS Teams**

**2.00 pm on Wednesday 29 January 2025**

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

**Staff:** Jim MacDonald, (CEO) & Andrea Hepburn (AH - Minutes)

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

The Chair thanked everyone for being available for this rearranged meeting to finalise the Review response. On behalf of the whole Board, she additionally thanked JMacD and the staff for their efforts in preparing the response.

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

Apologies were received from Bruce Ross and Sam McCabe.

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

The previous Minutes were AGREED.

It was noted that all matters arising are up to date.

#### **4. A&DS REVIEW RESPONSE**

The Chair updated members on her recent meeting with Fiona Simpson (FS). This covered resourcing; the need to understand the background to the review; current skills of staff, board and sponsors and our capacity to lead/manage the change process. The Chair reported that FS agreed to investigate what support might be available and to alert Sandy Robinson to CP's expertise.

#### **ACTION 1: Chair's follow up letter to FS to be shared with Board.**

JMacD thanked Board for their flexibility around convening the meeting, introduced the paper, and outlined the next steps planned.

The Board felt the draft response was very clear with a good balance of ambition and pragmatism. During the discussion the following points were made:

- Public sector design should be given more prominence;
- References to design in the vision and mission statements could perhaps be strengthened;
- Effort should be made to maintain some influence in 'place issues' while acknowledging the findings of the review;
- Can there be increased emphasis on community within the response;
- Sector development should include reference to young people;
- Housing should include regeneration;
- Showcasing should run through all of our work;
- 20 minute neighbourhoods should feature.

The Chair summed up that the document is in a format the Board are happy with and sets out a position well, it is open to flexibility and clear enough for staff to understand the changes.

The Board were happy to agree to this, subject to the changes, and a final copy will be issued to Board after it has been sent to sponsors.

**ACTION 2: The final copy of Response to be shared with Board.**

JMacD advised it has been a team effort from the staff side and the Chair will write to JMacD to express thanks to staff for work on this.

**ACTION 3: Chair to write to JMacD the express thanks to staff for their work on the Review.**

**5. SECONDARY EMPLOYMENTS REQUEST (CONFIDENTIAL)**

JMacD advised the Board that staff who wish to do work outwith their primary employment (A&DS) these requests come to Board for approval. The Leadership Team and line manager are comfortable with the proposition tabled.

[REDACTED]

[REDACTED]

[REDACTED]

The Board AGREED to the request for secondary employment.

## 6. ANY OTHER BUSINESS

### Board Skills Audit

The Chair reminded the Board of earlier discussions on the skills the Board require around governance and the change programme and whether we will need to bring in expertise and knowledge. To enable us to hold up to date information Sue will be sending out a skills matrix which members should complete and return at their earliest convenience. The March meeting will have a paper on the governance change programme and a list of what we will need for this.

**ACTION 4: Once received Board members to complete and return their skills matrix as soon as convenient.**

### Board Shadows

JMacD updated that we had an open-ended arrangement with the two Board shadows. The Chair advised we should keep this going meantime and JMacD will pick this up with them.

**ACTION 5: JMacD to catch up with Board shadows around their future involvement.**

Date of next meeting – 10.30 am on Wednesday 12 March.

The meeting closed at 2.55 pm.

Signed:  
**Ann Allen, Chair**

Date: