

Architecture & Design Scotland

Ailtearachd is Dealbhadh na h-Alba

ARCHITECTURE & DESIGN SCOTLAND

MINUTES OF BOARD MEETING

Bakehouse Close, Canongate, Edinburgh

1.00 pm on Monday 11 June 2018

Present : Karen Anderson (Chair), Alan Sim (AS), Andy Burrell (AB), Caroline Parkinson (CP), Graham Hill (GH), Graham Ross (GR), Kirsty Macari (KM), Lynn Wilson (LW) & Sue Evans (SE)

Staff : Jim MacDonald, (CEO), Lynne Lineen (LL), Diarmaid Lawlor (DL), Sue Reynolds (SR) & Andrea Hepburn (AH - Minutes)
Lesley Riddell-Robertson (LRR) & Gillian Black (GB) (AoB Making Places)

1 APOLOGIES & DECLARATIONS OF INTEREST

Apologies were received from Jonny Hughes & Sandy Beattie.

GR declared an interest as a member of the creative team appointed to the Scotland + Venice project and also as a member of the practice responsible for one of the charrettes related to Making Places.

2 MINUTES OF MEETING ON 12 FEBRUARY 2018 AND MATTERS ARISING

The Minutes of the meeting of 12 February 2018 were AGREED.

An update on Matters Arising from previous meeting was on the appended schedule. It was requested that updates on the Lobbying Act and the Value of Design should be added to the agenda for September's meeting.

ACTION 1: Lobbying Act & Value of Design to go on the September Board agenda.

3 PERFORMANCE Q4 REPORT

The CEO presented the latest Performance Report covering Q4 2017/18

The trend indicators in the balanced scorecard were queried and it was requested that future versions clarify the basis for these and are checked for accuracy.

ACTION 2: A manual check should be done for the balanced scorecard trends to ensure accuracy and clarification is provided for individual indicators.

It was also requested that the risk register be uploaded to Trello pending migration to Office 365 where there will be a Board page for this information.

ACTION 3: Risk Register to be added to Board Trello site.

AS updated on this morning's Communications Group Meeting – the website statistics are good; social media usage is also rising; a contact list GDPR update resulted in a 50% reduction in our mailing contacts (which is good); Scotland + Venice has had excellent media coverage and feedback; the Materials Library is doing well and we are currently speaking to two designers who are contracted to assist with a brand re-fresh to assist in producing consistent publications.

The Report was NOTED.

4 REVISED BUDGET 2018/19

The revised Budget for 2018/19 was presented for approval following changes arising from the carry forward of monies from 2017/18 which was approved by SG, and the change in treatment of prepayments. Following a question from SE it was confirmed that there is an opportunity to prepay 2019/20 rent.

The revised budget was APPROVED.

5 A&DS STRATEGY

Draft text for a 10-year strategy was tabled, setting out objectives to work towards over the next ten years. After discussion, it was agreed that the proposed objectives need to be developed further and aligned with SG's policy and related agendas.

ACTION 4: The CEO to develop objectives for 10 year strategy as outlined and represent to future meeting.

6 BOARD AMBASSADOR PLAN

A plan for the Board advocacy/ambassador roles was tabled. This aim of this is to enable Board Members to be more proactive with each Board Member attending one networking event and providing one communication product per year. The Chair has previously discussed with Board Members what themes they wish to focus on and asked members to think about what they wish to concentrate on.

ACTION 5: Board Members to let Chair know during the next week what themes they wish to concentrate on.

A follow up note from last month's meeting with the professions was requested. It was also agreed that GH would meet with Nicola Barclay of Homes for Scotland.

ACTION 6: Follow up note on joint meeting with professions to be circulated by September Meeting.

ACTION 7: GH to meet with Homes for Scotland.

The draft plan was AGREED.

7 STAFF SURVEY

The results of the 2018 staff survey were tabled. The Management Team were commended for the evident improvements since the first survey was carried out in 2016. GR highlighted that the feedback points to ways to adjust the survey in future years.

The Report was NOTED.

8 AUDIT COMMITTEE UPDATE

SE updated on last week's Audit Committee meeting which covered the Quarterly Governance Report, Management Accounts to 31 March 2018, the Internal Audit proposals for the next two years, Strategic and Corporate Risk Registers and updates on GDPR and the Data Management Plan.

SE advised that the Keeper has endorsed our Records Management Plan, with only one minor change being made after the initial draft – the CEO advised that very few organisations get RMP sign off with few changes to the original draft plan. SE asked for thanks to the team for the hard work on this to be noted.

LL updated that we have had a response from HMRC on VAT and they have agreed that the Forestry Commission income is classed as grant income. Going forward each grant will need to be treated individually to avoid any future VAT issues.

The Report was NOTED.

9 AUDIT COMMITTEE TERMS OF REFERENCE

Amendments to the Audit Committee's Terms of Reference were presented following discussion at Audit Committee.

The updated Terms of Reference were APPROVED.

10 2017/18 REVIEW OF PROJECTS

Noted.

11 ANY OTHER BUSINESS

Making Places

A presentation on the Making Places project was delivered. An evaluation report will come to Board later in the year. The report was well received and the digital version will be circulated.

ACTION 8: Making Places Presentation to be circulated round Board.

Board Reviews

The Chair advised that she plans to do the Board Annual Reviews and one to one meetings with new Board Members week commencing Monday 9 July 2018.

ACTION 9: Board Annual Reviews/One to One Meetings Schedule to be set up.

Audit & Communications Committees

It was proposed that KM and LW would join the Communications Committee and CP would join Audit Committee.

Post meeting – it was agreed that CP and LW would join the Communications Committee and KM would join Audit Committee.

Next Meeting

The next scheduled meeting is the Board/Staff Away Day on Monday 13 August 2018. This is planned to be held in Cumbernauld and further details will be circulated shortly.

Induction

An induction plan has been put together for new Board Members and will be shared this week.

ACTION 10: Board Induction plan to be shared with new Board Members.

Scotland's National Performance Framework

The CEO tabled a copy of the updated National Performance Framework that was launched by the First Minister this morning.

Diary Updates

- GR advised he will be attending the Venice Biennale next week and the Scottish Property Awards as a judge on behalf of A&DS.
- The Chair asked for briefing on plans for Happenstance when it returns to Scotland – CEO advised a briefing will be issued and the tour will start at the Lighthouse.

ACTION 11: CEO to issue a briefing on the plans for Happenstance.

- LW is judging the RSA Awards in London.
- AB will be attending the Biennale in July and is attending the Academy of Urbanism Congress this month.
- AS is attending a Planning and Community Empowerment Conference.
- CEO/AS/GR & GH are all attending a meeting on the Glasgow City Deal.
- CEO is facilitating a workshop about the proposed Glasgow City Architect.
- SE is attending the CSGNT Forum, has events around Hebdon Bridge and the Landscape Institute are pulling together actions from the last Cross-Party Group Meeting.
- KM is attending the Cross-Party Group and Academy of Urbanism Congress.
- GH is involved in the Edinburgh Development Forum and suggested an A&DS presence at these would be good.

ACTION 12: CEO to consider A&DS presence at Edinburgh Development Forum.

The Meeting closed at 4.00 pm.

Signed:

Karen Anderson, Chair

Date