

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 10 September 2018

Present : Karen Anderson (Chair), Alan Sim (AS), Andy Burrell (AB), Caroline Parkinson (CP), Graham Ross (GR), Kirsty Macari (KM), Sandy Beattie & Sue Evans (SE)

Staff : Jim MacDonald, (CEO), Lynne Lineen (LL), Heather Chapple (HC), Diarmaid Lawlor (DL)(part), & Andrea Hepburn (AH - Minutes)

Guest : Helena Huws (Observer)

1 APOLOGIES & DECLARATIONS OF INTEREST

Apologies were received from Jonny Hughes, Graham Hill & Lynn Wilson.

GR declared membership of the creative team for the Scotland + Venice project.

2 MINUTES OF MEETING ON 11 JUNE 2018 AND MATTERS ARISING

The Minutes of the meeting of 11 June 2018 were AGREED.

The following was reported in relation to June's actions:

- 1** JMacD reported that no guidance has been received from Scottish Government on the Lobbying Act. CP offered to provide details of related guidance from her work at Edinburgh University.
- 4** The first draft of a 10-year version of our corporate strategy will be presented to the November Board.
- 5** KA reported that the list of Board Member themes is complete and will be held and managed centrally.
- 10** JMacD and SR will review the Induction Plan for new members.
- 12** JMacD will follow up with the Edinburgh Development Forum.

3 PERFORMANCE Q1 REPORT

The CEO presented the latest Performance Report covering Q1 2018/19. Members highlighted a series of issues regarding the presentation of the paper and asked that these be addressed.

ACTION 1: JMacD to make changes to the presentation of the Performance Report ahead of the November meeting.

KA asked if the Board wished to see the Housing Campaign prioritised. GR asked if KA could do a note on her thoughts on this prior to her departure.

ACTION 2: KA to prepare a note on the Housing Campaign for issue to the Board.

AS updated members on related issues discussed at the preceding Communications Sub-Group Meeting, specifically that:

- Annual Review for 2018 will be presented to the November Comms Group Meeting; and
- Presentations on the refresh of the brand guidelines and the Digital Gallery were given.

KM asked if we could review our approach to social media and suggested that briefing on this forms part of the Board Induction.

ACTION 3: JMacD to arrange a review of our social media strategy and inclusion of this as part of Board Members' induction.

The Report was NOTED.

4 VALUE OF DESIGN

GR tabled proposals and outlined why he believed A&DS should have a position on this. It was noted that through our projects we are building an evidence base in relation to the value of design in the built environment.

Following discussion, it was AGREED that a working group on this be set up to comprise GR, CP, HC and LW.

ACTION 4: AH to arrange for initial Group Meeting to take place over the next few weeks.

The forward actions were AGREED.

5 BOARD TERMS OF REFERENCE

LL presented Terms of Reference for the Board which after discussion were APPROVED.

6 ANNUAL REPORT & ACCOUNTS TO 31 MARCH 2018

LL presented the Draft Annual Report and Accounts to 31 March 2018. The Annual Report and Accounts were APPROVED.

LL also tabled an update from the preceding Audit Committee covering the Quarterly Governance Statement, the Annual Report and Accounts, Audit Scotland's Annual Audit Report, The Management Accounts to 30 June 2018, Strategic & Corporate Risk Registers and the Data Management update.

7 GDPR INFORMATION SHEET

The update was NOTED.

8 HAPPENSTANCE PROJECT UPDATE

MB presented an update on the project. KA commented on the successful opening event in the Lighthouse and the positive feedback from Maree Todd, Scottish Minister for Children and Young People. AS asked if we will be taking any lessons on Community Empowerment from Venice and SE highlighted how it showcases the positive use of outdoor space.

JMacD advised that discussions are ongoing with Creative Scotland and Scottish Government regarding future funding and that briefing will be provided on this shortly.

Further information on future locations for the exhibition was requested.

ACTION 5: MB to circulate details of future Happenstance events/openings.

9 EVALUATION REPORTS

JMacD presented the most recent Project Evaluation Reports.

The Board noted the information in each and commended the approach to describing lessons learned and what could be done better. It was requested that the Logic Model in the Place Standard Report be recirculated as it is not legible.

ACTION 6: A clearer copy of the Place Standard Logic Model to be circulated round the Board.

10 ANY OTHER BUSINESS

Glasgow City Deal Conference

GR with AB recently attended the Glasgow City Deal Conference. AS/GH/GR were due to attend a meeting in June re this but it was cancelled due to the School of Art fire so needs to be reorganised.

ACTION 7: Glasgow City Deal Meeting to be rescheduled.

Planning Bill Review

JMacD and KG recently responded to the Planning Bill Review Process. JMacD is due to meet Graham Simpson MSP to discuss this next week.

Cross Party Group

GR spoke at the recent Cross Party Group – Linda Fabiani chaired this and has been invited to the Happenstance.

Joint Professions Forum

Further to the meeting with the other Professions in May, JMacD is waiting to hear back from LIS, RICS & ICE with regard to an initial meeting re A&DS hosting an annual forum. It was felt that this should be more often and JMacD will suggest this at the first meeting.

Board Recruitment

SE advised that the next round of recruitment will get underway shortly. SR is updating our Board skills matrix in preparation for this. The first meeting with SG on this is scheduled for early October with the advertising scheduled to begin in November.

Future Events

SB asked to be briefed on any events in the North East as he has missed some. JMacD to ensure this is done for all Board Members.

ACTION 8: JMacD to arrange a means of advance briefing for Board members on upcoming events.

Board Member Diary Updates

SB has been asked to join the Aberdeenshire Review Panel;

AB is attending the AoJ Conference on European Cities this month;

KA is highlighted the Cities Conference from 28-30 November and the Liveable Cities Conference from 13-14 November;

SE is attending the GIA Civic Dinner; Lord Holmes Review and Garnock Valley Living Landscapes;

AS updated on the recent Planning Conference he attended where East Ayrshire are being very proactive on Community Empowerment which we could get involved with. JMacD asked if AS could provide us with his contacts at East Ayrshire.

KA commented on the Away Day at Cumbernauld and our hosts use of Place Standard. SE suggested that there are broader issues where organisations will only use the parts relevant to them. KA asked if this could be fed back to JC.

AS is attending the Scotland Pride in the Job Awards on behalf of KA in October.

KA enquired how things were moving with the City Architect in Glasgow – JMacD has asked for comment and advised that they are looking to get someone part time.

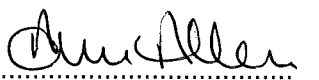
KA advised she has a draft on the Cultural Strategy from JMacD and this will be circulated.

ACTION 9: Draft Cultural Strategy to be circulated.

KA advised that former Board Members are keen to stay in touch and be involved with A&DS. Martin Crookston is keen to still be involved with the Value of Design and she also wishes to be involved with housing.

Finally, GR as Vice Chair wanted to record thanks to KA from all the Board and staff for her work as Chair over the last eight years and wished her well for the future.

The Meeting closed at 3.50 pm.

Signed: 
Ann Allen, Chair

Date 12th Nov 18