

Architecture & Design Scotland

Ailtearachd is Dealbhadh na h-Alba

ARCHITECTURE & DESIGN SCOTLAND MINUTES OF BOARD MEETING Kelvin Hall, Argyll Street, Glasgow 1.00 pm on Monday 21 January 2019

Present: Ann Allan (AA) Chair, Graham Ross (GR), Caroline Parkinson (CP), Graham Hill (GH), Kirsty Macari (KM), Lynn Wilson (LW), Sue Evans (SE), Alan Sim (AS) and Jonny Hughes (JH).

Staff: Jim MacDonald, (CEO), Heather Chapple (HC), Diarmaid Lawlor (DL), Anja Ekelof (AE) & Sue Reynolds (SR - Minutes)

Guests:

Steph Scholten, Director of the Huntarian gave Board members a tour of the Kelvin Hall. Following the tour, Duncan Dorman, Head of Museums & Galleries at Glasgow Life updated the board on their partnership approach behind the transformation of the Gallery. The tour and presentation were well received, and the Chair thanked both parties for taking time out of the busy schedule to update the Board on the ongoing transformation of the Kelvin Hall.

It was agreed that the project would be a good case study to look at using design to broker solutions across a range of partners.

Business Meeting commenced at 1430hrs.

1 APOLOGIES & DECLARATIONS OF INTEREST

The Chair welcomed Board Members. Apologies were received from Andy Burrell (AB) and Sandy Beattie (SB).

AA reported that she had recently been appointed to the board of Scottish Town's Partnership (STP) and Kirstie Macari reported she had recently been appointed as Lecturer at Dundee University.

2 MINUTES FROM 12 NOVEMBER 2018 MEETING AND MATTERS ARISING

The Minutes of the meeting of 10 December 2018 were **AGREED**.

It was reported that Action no 6 from November 2018 had dropped off the matters arising and it was agreed to add this item back onto Matters Arising. The Chair asked that a "Due Date" column be added to the matters arising sheet.

3 BOARD ADVOCACY ROLES

A draft plan was presented which covered the principal elements discussed at previous meetings and also included a plan of action for agreement going forward.

Some Board members felt they were not yet 'conversant' with the range of issues that A&DS lead on. The briefing notes prepared in October were useful but during conversations with prospective board members in the current round of recruitment, it had become clear that external perceptions were not always accurate about what A&DS can offer. Board Members felt that A&DS services are complex and not easy to describe – a short and simple 'elevator pitch' should be developed.

Board members, in general, felt supported when asked to attend speaking events and agreed that A&DS would benefit from having a stakeholder strategy and a recording system for invites, events feedback etc. It was reported that a Communications Strategy would be coming to Board in February and that a simple system to feedback intelligence from events was being developed.

Action001: Elevator pitch to be developed for Board to use in external settings and a recording mechanism for feedback/intelligence to be set up.

4 2019/20 MEETINGS

The Board were asked to review the current Board Cycle Plan and explore whether it represented the best use of members' time.

The paper was discussed and a list of issues for the Secretariat to consider were provided:

- Consider another day of the week for meetings;
- When preparing papers – include relevant material in body of paper – annexes can be confusing;
- Consider reducing number of meetings – use members time more effectively to do external stakeholder meetings;
- Quarterly meetings to be focused on business delivery;
- With new members in place post 1 April 2019 - it was important for Board members to get to know each other in a social setting – thought to be given to how this could be taken forward;
- New board members felt that regular feedback on how they are performing in general would be useful – Chair will be meeting with members individually over next couple of months.

Action 002: Secretariat to take into consideration the above elements and provide a revised meeting cycle and a board plan for 2019/20 for February Board meeting.

5 2020/2030 STRATEGY

A paper was presented to the board to ask for agreement to changes to the timetable for preparation of the new corporate strategy (2020/2030).

It had been suggested at a discussion with our Sponsor Team in December that, in the light of current recruitment campaign, it may be of value to reset the timetable for the strategy review until the 4 new Board members are in place, to enable them to take an active part in planning a Strategy they will be responsible for ensuring delivery.

The delay would mean that a new overarching 10-year strategy document would begin in 2021 rather than 2020 and would run to 2031.

Board members were in favour of delaying the start of the Strategy preparation and were keen that outgoing board members had a chance to input their knowledge to the process. There was a request to embed other organisations documents in our Strategy eg NPF outcomes, Climate Change and UN sustainable development goals, as well as SG policy.

Action003: a revised programme to be firmed up and consideration to be given to moving the end date back 3 – 6 months.

6 VALUE OF DESIGN

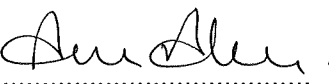
This item was deferred to March and it was agreed to combine it with workshop on stakeholders.

7 ANY OTHER BUSINESS

- Agendas for February and March meetings were agreed;
- It was agreed to invite the Cabinet Secretary to one of our Strategy sessions in Autumn 2019 – this could be a good opportunity for the Minister to meeting with the Board Members;
- Outgoing Board members were keen to remain Ambassadors for A&DS after their departure and it was agreed that thought would be given into setting up an informal alumni group.

Action 004 – suggestions for informal alumni group to be tabled at March 2019 meeting.

The Meeting closed at 4.45 pm.

Signed: 
Ann Allen, Chair

Date: 
Date.....