

# Architecture & Design Scotland

Ailtearachd is Dealbhadh na h-Alba

## ARCHITECTURE & DESIGN SCOTLAND

### MINUTES OF BOARD MEETING

**Bakehouse Close, Canongate, Edinburgh**

**1.30 pm on Monday 12 November 2018**

**Present :** Ann Allen (AA) (Chair), Alan Sim (AS), Andy Burrell (AB), Caroline Parkinson (CP), Graham Hill (GH), Graham Ross (GR), Jonny Hughes (JH), Kirsty Macari (KM), Lynn Wilson (LW), Sandy Beattie & Sue Evans (SE)

**Staff :** Jim MacDonald, (CEO), Lynne Lineen (LL), Heather Chapple (HC), Diarmaid Lawlor (DL), Sue Reynolds (SR), Anja Ekelof (AE) & Andrea Hepburn (AH - Minutes)

#### 1 APOLOGIES & DECLARATIONS OF INTEREST

The Chair welcomed attendees and noted that there were no apologies.

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

#### 2 MINUTES OF MEETING ON 10 SEPTEMBER 2018 AND MATTERS ARISING

The Minutes of the meeting of 10 September 2018 were AGREED.

The following was reported in relation to outstanding actions:

**June No12** JMacD will contact David Leslie to discuss membership of the EDF.

**Sept No3** Social media is now part of the Board Induction Plan.

**Sept No7** JMacD is in touch with GCC regarding the Glasgow City Deal meeting, dates for which will be circulated in due course.

**Oct No3** Board advocate/ambassador roles will be reviewed at the January meeting.

#### 3 PERFORMANCE REPORT

The CEO presented the latest Performance Report (Q2 2018/19) and the following issues were discussed:-

It was noted that around £90K remains unallocated from this year's budget and that a further sum of £40K is currently held in our reserves. The CEO will bring forward proposals to address this by the end of Q3.

The revised Business Plan format was well received with a request that where meetings are mentioned a digest of outcomes should be included. Additionally, Board asked that a typology of tools, methodologies etc. should be provided via a briefing note. as should clarity on branding and application in the outside world.

**ACTION 1: JMacD to arrange briefing on current tools and methodologies.**

Members noted that take up of Design Advice (Housing) is currently low/below target and requested a separate briefing on this to include what measures we are adopting to address this.

**ACTION 2: JMacD to arrange briefing on Design Advice (Housing).**

Members asked that the invite to the Housing Beyond 2021 Scottish Government meetings be shared with the Board.

**ACTION 3: Invitations re Housing Beyond 2021 to be shared with Board.**

Members asked for an update on LAUDF and whether it would be possible for them to attend future meetings.

**ACTION 4: JMacD to arrange for an update on LAUDF.**

#### **4 10 YEAR STRATEGY**

A draft of the proposed format for a ten-year strategy was tabled and following discussion, Board AGREED in principle to the adoption of a 10 year strategy alongside a 3 year Corporate Plan to take effect from 2020. The following issues were noted:-

Board asked that the document be clearer, more concise and have a better links to the National Performance Framework to explain where we want to go and what we will do to get there.

The risk of change over 10 years was highlighted alongside a request that this be considered as part of the review cycle. The CEO will prepare a programme for the review of the strategy ahead of 2020 to include discussion with sponsor division, the Board and wider stakeholders.

**ACTION 5: JMacD to prepare a programme for the review of the Corporate Strategy.**

#### **5 KEY BRIEFING DOCUMENTS**

Draft briefing notes on our four key focus areas to support Board Members on advocacy work were presented. The documents were well-received and it was requested that the narratives in them are linked and they are sent out as word documents to Board Members. Feedback should be sent to JMacD to enable refining of the documents.

**ACTION 6: SR to arrange for Word versions of the briefing documents to be circulated to Board Members.**

#### **6 BOARD MEMBERS**

AA, GR, KM, GH, JH, SE & SB all gave a brief outline of their backgrounds and key skills. The remaining Board Members and Management team will do the same at the next meeting.

#### **7 ANY OTHER BUSINESS**

##### Board Member Updates

SB is writing an article for Scottish Planner on Masterplanning.

GR is meeting Alan Jones in Belfast, chairing a seminar at the Livable Cities Conference and facilitated an RTPI Conference session.

AS spoke at the recent Community Empowerment Conference and is attending the Scottish Towns Conference with LW next week.

GH is speaking at the Livable Cities Conference, is meeting the past President of RIAS and has a meeting with Nicola Barclay of Homes for Scotland.

SE & KM are attending the SURF Awards and the Scottish Quality & Planning Awards.

KM shared the work of A&DS in New York last week.

JH Spoke at the recent Places for Health event and highlighted that Scottish Wildlife Trust has launched a New Living Cities publication.

LW is attending the SEPA Vibes Awards on Wednesday.

AB attended the Academy of Urbanism Awards in London and the RIAS Doolan Awards at the V&A.

#### Education Buildings Scotland Conference

DL updated that John Swinney will make the keynote speech at this on the morning of 21 November.

#### Professional Institutes Forum

GR asked for an update and JMacD confirmed that discussions have taken place and A&DS as offered to host one or two meetings each year for RIAS, RTPI, RICS, LIS and ICE.

#### Future Meetings

The December meeting will take place at the V&A in Dundee and will be followed by a dinner for Karen Anderson. The Chair asked that the draft programme be circulated asap.

January's meeting will take place in Glasgow (venue to be confirmed) while February's will be held in Bakehouse Close.

#### Friends of A&DS

The Chair will be discussing future A&DS involvement with Board Members should they wish to be involved with us on the conclusion of their Board terms.

#### Board Recruitment

JMacD advised that the first planning meeting takes place on 14 November. Following discussion, Board agreed that we should be looking for two architects/urbanists, one PR/communications professional and one infrastructure/transport professional.

AE highlighted our intention to prepare video blogs to support the recruitment. The plan is to do these in Dundee on 10 December and a brief will be sent out in advance.

The Meeting closed at 4.05 pm.

Signed:  .  
**Ann Allen, Chair**

Date 24/1/19.