

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 February 2019

Present: Ann Allen (AA) Chair, Andy Burrell (AB), Caroline Parkinson (CP), Kirsty Macari (KM), Lynn Wilson (LW), Sandy Beattie (SB), Sue Evans (SE) & Alan Sim (AS)

Staff: Jim MacDonald, (CEO), Heather Chapple (HC), Lynne Lineen (LL), Sue Reynolds (SR), Anja Ekelof (AE), Emelie Borg (EB), & Andrea Hepburn (AH - Minutes)

1 APOLOGIES & DECLARATIONS OF INTEREST

Apologies were received from Jonny Hughes (JH), Graham Hill (GH) and Graham Ross (GR).

SE declared an interest in the Scottish Landscape Alliance and KM in the University of Dundee.

2 MINUTES FROM 21 JANUARY 2019 AND MATTERS ARISING

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

The following was reported in relation to outstanding actions:

Sept No7 JMacD reported dates have been identified for the Glasgow City Deal meeting and he will liaise with GR on a way forward.

Nov No1 SR reported a delay in collating existing tools and methodologies but expects this will be circulated by 15 February.

3 2019/20 BUSINESS PLAN & BUDGET

JMacD presented the draft business plan and budget for approval, highlighted the potential impact of planned changes to employer pension contributions on our budget and drew members attention to a request from Scottish Government to support consultation around Housing Post-2021.

The Board noted the issues raised and AGREED the draft plan and budget. In light of the issues raised, Board invited the Chief Executive to bring an amended version to a future meeting for further discussion and approval.

4 COMMUNICATIONS PROPOSAL

AE presented proposals for a new approach to communications within the organisation. She confirmed that the Board Communications Sub-Committee and the Management Team have endorsed this approach and that there has been good buy-in from staff.

Following discussion, the Board and AGREED the proposal. JMacD confirmed that a project plan would now be developed to establish this work and the resources associated with it.

5 2019/20 MEETING CYCLE

AA introduced the paper and noted that:

- the proposed meeting cycle for 2019/20 reflects the decision at the January meeting to reduce the number of meetings and free-up member time for advocacy and related work and
- the Communications Sub-Committee has been discontinued as a result of the changes agreed at Item 4.

The Board AGREED the revised meetings cycle and asked that dates for the Audit Committee be confirmed separately.

6 AUDIT COMMITTEE UPDATE

SE provided a verbal report from the meeting which took place that morning. Key points to note were:

- year on year improvement in utilising the project budget highlighted through the latest management accounts;
- Work recommended in respect of a Review of the Corporate Reporting system;
- Sight of a plan for this year's external audit;
- a comparison of sickness rates across a number of public bodies showed that A&DS had the lowest rate of sickness absence.

7 COMMUNICATIONS SUB-COMMITTEE UPDATE

AS provided a verbal update from this morning's meeting:-

- Website and social media stats are up on last year with a lot of activity arising from the Education Buildings Scotland Conference and Board recruitment;
- Articles have been published in RIAS Quarterly and Holyrood magazine;
- The updated brand guidelines have been rolled out;
- The Annual Review has been published and distributed;
- The new Digital Gallery was demonstrated.

AA thanked the Sub-Committee for their work over the years which means we are now in a position where Communications can return to the Board.

8 Q3 PERFORMANCE REPORT

The Performance Report was NOTED. SE asked if Board Members can be made aware of the schemes being supported through our various design advice projects. HC agreed to look at a way of listing these and share this with the Board.

ACTION: HC to identify a way to list schemes being supported via design Advice for Board Members' reference.

9 ANY OTHER BUSINESS

Meeting With Ms Hyslop

JMacD reported that AA and he had a positive meeting with the Minister last week who thanked us for our work last year and offered to join us for a discussion on our strategic priorities.

Engagement with Elected Members

SE asked if Board Members should log any contact they have with MSPs, MPs, etc. JMacD advised that it would be helpful to advise him of any such contact so he is aware of who has been spoken to and what was discussed. The recently circulated template can be used for this purpose.

Feedback From January Board

AA thanked everyone for their feedback from the January meeting. Once we have progressed the schedule for next year's meetings we can talk about the accessibility of venues.

March Agenda

The March meeting will focus on the Strategy, Stakeholder Analysis and The Value of Design.

It was agreed that this will be a whole day workshop starting at 0930.

Board Recruitment Update

AA updated that there were 44 applications submitted, 13 of which were selected for interview during w/c 18 February.

Board Member Updates

SB advised that the Annual Creating Spaces event for S2 pupils is on 22 May this year if anyone wishes to be involved. KM has been having conversations with Alison Watson around architecture and planning and offered to help.

AB advised that the Academy of Urbanism Congress is in Eindhoven this year and there are plans for 2020's event to be in Edinburgh.

LW is chairing a Circular Economy workshop in the Lighthouse on 13 March.

AS advised that he felt the Corporate Objective briefing notes that were circulated were good.

SE advised that the information circulated on LAUDF was helpful.

The Meeting closed at 3.00 pm.

Signed: *pp Susan A. Eraw*
Ann Allen, Chair

Date: *13 June 2019*