

Architecture & Design Scotland

Ailtearachd is Dealbhadh na h-Alba

ARCHITECTURE & DESIGN SCOTLAND

MINUTES OF BOARD MEETING

Online Via MS Teams

10.00 am on Thursday 10th September 2020

Present: Ann Allen (AA) Chair, Sue Evans (SE), Alistair Scott (AS), Angela Bonney (AB), Bruce Ross (BR), Caroline Parkinson (CP), Daisy Narayanan (DN), Graham Hill (GH), Kirsty Macari (KM) & Lynn Wilson (LW)

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

Guest: Fiona Killen (FK), Anderson Strathern (Item 1)

1. SESSION ON GOVERNANCE

The Chair welcomed Fiona Killen, Anderson Strathern, who lead a session on Board Governance covering rules, responsibilities and relationships as part of the board rolling training programme.

2. WELCOME, APOLOGIES & DECLARATIONS OF INTEREST

The Chair welcomed everyone to the online Board Meeting. There were no apologies and no declarations of interest reported.

It was agreed that the meeting would be recorded, and the recording destroyed after the Minutes are prepared.

3. PREVIOUS MINUTES AND MATTERS ARISING

The Board noted the following amendments to the minutes:

Page 2 item 4 – reword to reflect climate change is ‘one’ of our long-term priorities not ‘the’ long term priority.

Page 3 item 5 – remove the word ‘Group’ from ‘Arcadis Group’.

Page 3 item 6 Audit Committee Update – include date of meeting ‘2nd June 2020’.

Page 3 Communications – replace RICS with RIAS

ACTION 1: PREVIOUS MINUTES TO BE AMENDED

The previous Minutes were APPROVED subject to the amendments noted.

It was noted that under matters arising – the three actions relating to a revised performance template are being built into the new performance reporting template under the remit of Audit Committee and it was agreed to remove these items from the Matters Arising section of the Board papers and insert them into the Matters Arising relating to Audit Committee.

ACTION 2: MOVE THREE EXISTING ACTIONS ON PERFORMANCE REPORT TEMPLATE TO AUDIT COMMITTEE MATTERS ARISING

4. CORPORATE STRATEGY 2021-31

The Board were presented with a draft outline of proposals for possible achievements in the first 3 years of the new 10-year strategy and the proposed approach to achieving success. It was reported that the focus of the most recent workshops was on reinforcing what we have established to date as our strategy and to test approaches that could support us deciding how this translates in to work, we choose to do. These had been used to develop our thinking to provide the basis for preparing our next draft corporate plan in which we will set out our operational priorities for 2021-24.

The Board agreed Annex A of the paper as an outline for our next Corporate Plan which included achievements for the first three years of our strategy.

The Board also noted that the impact of Covid-19 on our activities at the start of the next Corporate Plan period would require careful attention and continued agility in our work planning. The stakeholder exercise will take place in late September 2020 and will inform these decisions, as will ongoing stakeholder contact through normal channels.

It was reported that to date we have completed an evaluation of our work, a map of our stakeholders, a review of our policy/operating context, held discussions with staff, Board members and Scottish Government, agreed a forward focus, engaged our wider stakeholders and agreed what we think the fundamental elements of our next strategy should look like. Most recently we have come together to reflect over how this could translate to a Corporate Plan for the first three years through applying our established approach and making strategic choices on where and when we do so. At the same time, the ongoing work planning exercise is informing what we will be able to do within the circumstances we are facing.

The continued impact of Covid-19 has resulted in both a change to how we do this work and to the context for our wider work in the short, medium and longer term. The proposals presented in the paper reflected and responded to this issue and to the feedback received.

It was noted that going forward the key stages/milestones were:

- September and October: re-engage Stakeholders
- October and November: Drafting of final documents
- Early 2021: Submission to Scottish Ministers

Following a lengthy discussion, the Board APPROVED the draft Corporate Strategy 2021-31 skeleton with a list of suggested amendments/additions which the team will incorporate into future drafts.

5. ANNUAL REPORT & ACCOUNTS TO 31 MARCH 2020

The preparation of the Annual Report and Accounts (ARA) was completed in line with the original timetable which was put in place pre Covid-19.

Audit Scotland have completed their audit work and have given an unqualified independent audit report for the draft ARA for the year to 31 March 2020.

The draft ARA, along with the Annual Audit Report from Audit Scotland, was presented to the Audit Committee on Tuesday 1 September 2020. Audit Committee recommended the draft ARA for approval by the Board.

The Chair acknowledged the excellent work carried out by the Corporate Services Team in being able to complete the audit so seamlessly and timeously in the current environment and noted the Boards thanks.

The Chair of Audit Committee endorsed this and noted Audit Scotland confirmed A&DS were the first public sector body to finalise and sign their Annual Report and Accounts this year.

The Board requested learning from how Corporate Services Team have approached the annual audit process could be captured and shared.

ACTION 3: CAPTURE AND SHARE LEARNING FROM ANNUAL AUDIT PROCESS

The Board APPROVED the Annual Report and Accounts for the year ended 31 March 2020.

6. REVISED OPERATING BUDGET 2020/21 Version 2

The Operating budget version 2 was presented to the Board. Version 1 was presented to the Board in February 2020.

The revised Operating Budget version 2, which included confirmation of funding from SG for the Place Planning for Decarbonisation Grant and additional stakeholder funding for Scotland+Venice, along with some reductions on e.g. staff travel due to staff working from home was approved

7. AUDIT COMMITTEE UPDATE

The Chair of Audit Committee reported this paper was for noting and highlighted the minutes were draft for sign off at the next Audit Committee meeting on 3rd November 2020.

The Chair thanked the Chair of Audit Committee and the Board members on the Audit Committee for their efforts.

The Board NOTED the minutes of the Audit Committee Meeting on 1 September 2020.

8. AOB

Infrastructure Commission Briefing Paper

This paper was presented as an update for noting.

a) Student Awards

Thanks were given to the Board members on the Students Award judging panel. Around 100 entries had been received and the shortlist will be announced at the Andy MacMillan Memorial Lecture on 24th September. Winners will be announced the following week as part of the RIAS convention. Both events will take place online.

b) Low Carbon Places

The launch of the Carbon Conscious Report will take place on 6th October 2020 online.

c) Board Blogs

Board members were requested to provide blogs. Ideas other than post Covid-19 recovery would also be welcome.

d) Spending Review

Due to technical issues CEO noted the absence of SG representatives from a discussion on the spending review. In place of this JMacD agreed to prepare and circulate a briefing for the Board.

ACTION 4: SPENDING REVIEW BRIEFING TO BE PREPARED AND CIRCULATED TO BOARD

e) Staff attendance at Board meetings

CEO noted there was interest in occasional attendance of staff at Board meetings as observers to help colleagues understand the role of the Board.

The Board agreed this would be a good opportunity for staff development and to share with staff how the Board runs. It also offered an opportunity for staff to extend their networks.

f) Board Member appointed Chair of Scottish Civic Trust

The Chair congratulated SE on her recent appointment as Chair of the Scottish Civic Trust This will be added to her declaration of interest.

The Meeting closed at 12:30.

Signed: SA Allen
Ann Allen, Chair
Date: 23 Dec 2020