

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 8th October 2020

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

Staff: Jim MacDonald, (JMacD, CEO), Heather Chapple (HC), Lynne Lineen (LL), Sue Reynolds (SR), Anja Ekelof (AE), Emelie Borg (EB), Karen Ridgewell (KR), Gillian Black (GB - Observer), Steve Malone (SM), Johnny Cadell (JC) & Val MacBeath (Minutes)

Apologies: Bruce Ross

Guest: Ian Gilzean PAD (IG)

1. WELCOME, APOLOGIES & DECLARATIONS OF INTEREST

The Chair welcomed everyone to the online Board Meeting. No declarations of interest were noted.

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

2. PREVIOUS MINUTES AND MATTERS ARISING

The previous Minutes were APPROVED as an accurate record of the previous meeting.

3. STRATEGY UPDATE: BRIEFING ON STAKEHOLDER ENGAGEMENT

As part of the development of our new strategy, it was noted that priority was given to engaging widely with those who have an interest in our work. To support this, we undertook a detailed stakeholder mapping exercise at the start of the strategy journey.

Throughout September 2020, a series of workshops took place with around 30 stakeholders organisation across Scottish Government, local government, agencies, developers and the third sector.

The feedback captured from these engagements was used to develop our strategic thinking, shared with members most recently at the September Board meeting. Following that meeting, we held four follow-up discussions with stakeholders and also invited people to respond to a short survey framed around our emerging strategy.

The Board noted the timetable for review of the draft Strategy and Corporate Plan for 2021-2024 as noted below:

- November 2020 Board meeting – review first drafts
- December 2020 Board meeting – review final drafts
- Early 2021 - Present to Minister
- February 2021 onwards - Sponsor team have offered to make introductions into various units within Government to help people understand what A&DS can deliver.

As the Strategy is finalised, the Chair asked that individual Board members to begin thinking about which areas within the document they could own and promote as Board ambassadors.

It was agreed that the stakeholder engagements had highlighted the importance of developing a communication strategy as continued Stakeholder involvement was key to the success of the strategy delivery.

It was also noted the Sponsor Team at PAD had provided invaluable support throughout the strategy development and continued to provide constructive challenge. The Chair thanked Planning and Architecture Division for their continued support.

4. INFRASTRUCTURE INVESTMENT PLAN: BRIEFING ON CONSULTATION

The Board were updated on the Infrastructure Investment Plan - Scottish Government is currently consulting on a Draft Infrastructure Investment Plan for 2021-2026. Within this, is their approach to deliver the National Infrastructure Mission and their response to the recommendations of the Infrastructure Commission for Scotland's Phase 1 report.

The Board noted that the consultation seeks views on the implementation of the Commission's recommendations in the following areas:

- The inclusion of natural infrastructure
- How we prioritise - the common investment hierarchy approach
- How we best assess the impact of proposed infrastructure
- How we might best assess the carbon impact of future Plans

A&DS will be submitting a response to the Consultation and it was noted that the Policy and Consultations Subgroup would be asked to comment on the draft before it is submitted. There were opportunities within the consultation questions to talk about the place scale needs of Scotland.

KM agreed to Chair the subgroup who would meet in advance of the next Board meeting. The Chair asked the sub-group to report thoughts on the draft at the next Board meeting on 12th November.

The Board NOTED the report.

5. ENGAGEMENT METHODS: PRESENTATION ON NEW WAYS OF WORKING

The Board noted a presentation on learning around our engagement methods and new ways of delivering services in a digital format. The Board thanked and congratulated the team for an excellent presentation and asked that a copy be circulated.

ACTION 1: CIRCULATE COPY OF ENGAGEMENT METHODS PRESENTATION ON NEW WAYS OF WORKING TO BOARD MEMBERS

The Board noted that, beyond the current limitations, a blended approach would begin to emerge for delivering workshops and facilitation events for differing demographics and a reminder that not everyone has access to IT for online engagements. It is also worth recognising and acknowledging in terms of wellbeing, the sensitivities around people working from home spaces and environments and also consider implementing flexible start and end times to avoid back to back meetings both internally and externally.

The Communications Manager reminded the Board that there was an opportunity this year to look at the wider digital engagement and particularly how our Strategy can be brought to life through those digital channels.

6. COVID-19: UPDATE FOLLOWING NEW RESTRICTIONS

The Board noted that, following the tightening of wider restrictions announced in September 2020 by Scottish Government, the likelihood is A&DS colleagues will remain working remotely until at least the end of March 2021. The Board welcoming the CEO's assurance that the wellbeing of our colleagues remained Management Team's top priority.

7. AOB

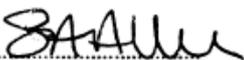
Staff attendance at Board meetings

The Chair welcomed and thanked GB for her attendance and contribution as an observer.

Climate Conscious Place

The Chair recorded the Boards thanks, and asked that this be passed on to staff, for the work around the Climate Conscious Place, which and been launched on 7 October and noted that this has been an exemplary piece of work.

The Meeting closed at 11.27.

Signed: 
Ann Allen, Chair

Date: 23 Dec 2020