

Architecture & Design Scotland

Ailtearachd is Dealbhadh na h-Alba

ARCHITECTURE & DESIGN SCOTLAND

MINUTES OF BOARD MEETING

9 Bakehouse Close Edinburgh and Online Via MS Teams

1.00 pm on Thursday 17 March 2022

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, Lynne Lineen (LL), Sue Reynolds (SR), Danny McKendry (DMcK) & Andrea Hepburn (AH - Minutes) Gillian Black (GB) & Chiara Fingland (CF) Item 5

Guests: Ian Gilzean (IG) and Graeme Walker (GW) (Item 4), Planning and Architecture Division, Scottish Government

Apologies: None

1. WELCOME, APOLOGIES & DECLARATIONS OF INTEREST

The Chair welcomed the Board and guests to the hybrid meeting. There were no apologies or declarations of interest.

2. PREVIOUS MINUTES AND MATTERS ARISING

The previous Minutes were AGREED subject to clarification on the use of the word sustainable twice within the new website section.

Matters Arising

Clarification on when the summary of budget allocations (Feb 22 No 1) would be available was sought.

3. DECARBONISING A&DS

JMacD introduced the paper and highlighted the increase in scope beyond our own carbon footprint relative to the previous paper from 2019.

JMacD confirmed that all the measures identified in 2019 have been implemented except for the change of energy supplier. This was paused owing to the closure of our offices but will be revisited now. Due to recent sharp increases in energy prices, we will seek to balance reduced emissions against affordability.

The new measures listed in the paper were each AGREED, and Board instructed the CEO that regular reporting is required on this with the next update to be provided in September 2022.

4. RESOURCE SPENDING REVIEW (RSR)

JMacD introduced GW from PAD, who joined the meeting for this item. The RSR was launched in December 2021 and while it will not replace annual spending reviews, it will provide an indication of priorities. A&DS is well-placed within this process owing to our commitments around climate action, recovery of the economy and innovation in public service delivery.

JMacD confirmed that he will continue to work with PAD to present evidence to demonstrate our added value and highlighted the importance of gathering evidence to demonstrate the impact of our work.

Board noted the report and asked to be kept informed of progress with the review

5. 20 MINUTE NEIGHBOURHOODS

GB and CF joined the meeting and made a presentation on 20 Minute Neighbourhoods and the work we have done in Stewarton. The work has made use of digital mapping data to inform how sites are allocated and tested and as such, is seen as an exemplar approach to delivering 20 Minute Neighbourhoods in other parts of Scotland.

The presentation was well received by the Board and DN offered support in sharing this across councils. It was also agreed that copies of the slides should be shared with Board members.

Action 1: slides from the presentation to be circulated round the Board (AH)

6. AUDIT COMMITTEE REPORT

SE updated on the recent Audit Committee Meeting where the topics covered were Governance, Management Accounts, Risk Register, Absence Rates, and the forthcoming Audit which will have a new lead at Audit Scotland.

SE confirmed that KM has agreed to take on the role of Chair of Audit from 1st April 2022 and thanked her for doing so. SE also thanked the staff team for all the work that goes into the papers, etc along with TIAA our internal auditors and Audit Scotland the external auditors.

The Chair thanked SE for her work as Audit Chair and the Board over the years and GH's work over the years on Board as they both step down after their second terms in office.

7. ANY OTHER BUSINESS

Ministerial Portfolios

Recent Ministerial changes were noted as per the paper. IG also advised that both Regeneration and Housing will move into the same portfolio as PAD from 1 April 2022.

Accommodation Update

SR updated that Bakehouse Close opened up fully to staff last week with a current limit of 10 staff in the office at any given time. In a recent survey a hybrid working approach was the preferred option for most staff.

The Glasgow office hub space has been reduced from six to four desks but there is also the use of break out spaces available in the building.

Home Teams Update

JMacD updated that changes to the Home Teams come into effect on 1 April and he will circulate a copy of this round the Board.

Action 2: updated Home Teams schedule to be circulated round the Board (JMacD).

Board Recruitment

AA updated that there had been 48 applications for the 2 upcoming Board positions. The shortlisting will be carried out next week with interviews at the end of April. She thanked everyone who participated in the engagement sessions and SG's public appointments team for their work on the recruitment.

SURF Awards

JMacD advised that we will be sponsoring the SURF Awards again this year and anyone who is interested in judging this should let AA know by the end of next week.

We will be working on putting together a schedule of who has participated in which of these events in the past and what skills are required for upcoming ones.

Model Code of Conduct

SR advised that there is a refreshed Model Code of Conduct for Members of Devolved Public Bodies which includes two new standards - duty to uphold the law and respecting colleagues, in addition to the original seven set by Lord Nolan. The revised proofed version will be circulated to Board Members for signature.

Action 3: refreshed Model Code of Conduct to be circulated round the Board for signature and return.

The meeting closed at 3.10 pm.

A handwritten signature in black ink, appearing to read 'Ann Allen', written in a cursive style.

Signed:
Ann Allen, Chair

Date: 19/05/2022