

Architecture & Design Scotland

Ailtearachd is Dealbhadh na h-Alba

ARCHITECTURE & DESIGN SCOTLAND

MINUTES OF BOARD MEETING

Online Via MS Teams

09.00 am on Thursday 19 May 2022

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

Staff: Lynne Lineen (LL), Anja Ekelof (AE), Emelie Borg (EB) & Andrea Hepburn (AH - Minutes)

Guests: Ian Gilzean (IG) Planning and Architecture Division, Scottish Government

Apologies: Jim MacDonald (JMacD) and Graeme Walker (GW)

1. WELCOME, APOLOGIES & DECLARATIONS OF INTEREST

The Chair welcomed everyone to the online meeting. There were no declarations of interest.

2. PREVIOUS MINUTES AND MATTERS ARISING

The previous Minutes were AGREED.

Matters Arising

All matters arising have been completed.

KM commenced a discussion around a meeting she had on IG's behalf with the Chair of UKRI around digital place and the need for policy in relation to this. We now have a follow up along with Rebecca Madgin, University of Glasgow, looking around what other Place Projects could come up in the future and how that might fit with funding. There were good connections made that haven't been made before. A short meeting with Rebecca Madgin when the Board meet in Glasgow in September 2022 would also be beneficial.

It was agreed that KM/CP/JMacD are to have a more in depth conversation on this and A&DS's role - it also links in with the conversations we had with the V&A in Dundee.

IG commented on the growth potential and the need for this to move up our priorities. The Chair mentioned we should look at moving Digital up the agenda. This should be considered ahead of meeting with Mr Gray on 21 June 2022.

Additionally, RTPI have funding around digital planning and is there potential for cross-over on training, etc and how the funding is spent? Helen Wood is leading on this in Planning and Architecture and IG is happy to sit in on a meeting to discuss cross collaboration across the professions.

Action 1: KM/CP/JMacD to have a more in depth conversation around A&DS's role around Digital Place.

Action 2: AA/JMacD to discuss moving Digital up the Agenda.

Action 3: KM/JMacD/IG look at who else we can link into.

3. OUTCOMES REPORTING

LL introduced the paper with the Outcomes Reporting to 31 March 2022 and explained the report is to show the evidence we have collected to measure our progress towards our Corporate Plan Outcomes and to check we are delivering the strategic aims of our Corporate Strategy.

We are pleased to be able to evidence our work and appreciate there is a lot of data to be analysed.

The three key messages from the Outcomes Report were:

- For the first time we have documented data and evidence measuring our outcomes and can see what data we have, identify gaps in gathering evidence and put a plan in place to remedy this.
- Having these in place influences the way our colleagues are thinking about what work to deliver and how to do it. Outcomes and evidence is becoming part of our everyday work and strengthens our alignment with the strategy.
- Analysing this data helps us prioritise key pieces of work and enables us to focus on our stakeholder strategy in 2022/23. Related outcomes will be reported to the Board later in the year.

Discussion took place and the Board felt we had made real progress with our reporting. They liked the use of graphics but felt a front page dashboard would be beneficial. The increase in media reporting was also well received.

Action 4: Consideration to be given to a front page dashboard in the Outcomes Report.

Questions arose around the reporting of Outcome 7 as a sample of local authorities have been selected – will the list need revised if the selected authorities are not co-operative? The wording of this possibly requires updating.

Action 5: The wording of Outcome 7 to be reviewed.

The Chair thanked EB for all the work undertaken on the Outcomes Reporting.

4. POLICY REVISIONS

The revised Whistleblowing Policy and Fraud and Anti Bribery Policy were presented.

The changes made are minor around terminology and organisational updates. Final proof-reading is required prior to finalisation and both policies were approved by the Board.

The Revised Code of Conduct has recently been circulated and everyone was happy with this.

5. ANY OTHER BUSINESS

Board Recruitment Update

The Chair updated that nine candidates were interviewed for the two vacant Board positions – the standard was so high all could have been appointed.

Recommendations on the two new appointments have been sent to the Minister for approval. There was a high calibre of candidates all of whom were impressed with the reputation and ambition of A&DS.

The Chair wished to convey her thanks to the Public Appointments Team (particularly Derek O'Neill) for all their work and support during this process.

Board Appraisals

The Chair advised that all the Board appraisals have taken place and the paperwork will be updated in the next week or so.

June & September 2022 Meetings

The June Meeting will take place in Bakehouse Close from 10.00 am – 3.00 pm and hopefully will include our two new Board Members. Board introductions will be made along with introductions to some of A&DS's teams and the work they do along with what years 4-6 will look like in the Corporate Strategy.

The September 2022 Meeting will be held in Glasgow.

The meeting closed at 9.55 am.

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

Signed:

Ann Allen, Chair

Date: 16 June 2022