

Architecture & Design Scotland

Ailtearachd is Dealbhadh na h-Alba

ARCHITECTURE & DESIGN SCOTLAND

MINUTES OF BOARD MEETING (81)

Online Via MS Teams

10:30 on Thursday 17 November 2022

Present: Ann Allen (AA) Chair, Alistair Scott (AS), Angela Bonney (AB), Bruce Ross (BR), Kirsty Macari (KM), Lynn Wilson (LW), Daisy Narayanan (DN), Sam McCabe (SM)

Staff: Jim MacDonald, (JM - CEO), Lynne Lineen (LL), Emelie Borg (EB), Heather Claridge (HC), Anja Ekelof (AE) Morag Bain (MB – item 6) and Val MacBeath (VM - Minutes)

Guests: Ian Gilzean (IG), Head of Digital Place and Innovation, Scottish Government, Graeme Walker (GW) Planning and Architecture Division, Scottish Government and Sandy Robinson (SR) Planning and Architecture Division, Scottish Government, Eilidh Henderson (EH) and Lizzie Smith (LS)

Apologies: Caroline Parkinson and Georgiana Varna

1. WELCOME, APOLOGIES & DECLARATIONS OF INTEREST

The Chair welcomed everyone and introduced Heather Claridge who joined on 7th November 2022 as our Director of Design.

Apologies were received from Caroline Parkinson and Georgiana Varna.

There were no declarations of interest.

2. PREVIOUS MINUTES AND MATTERS ARISING

It was noted that the date and venue recorded on the minutes for the last meeting were incorrect and should be corrected to 'The Burrell Collection, Pollok Park, Glasgow, Wednesday 26 October 2022.'

ACTION: UPDATE DATE AND VENUE OF BOARD MEETING

The previous minutes were **AGREED** subject to correcting the date and venue.

Matters Arising

The matters arising were **NOTED**.

3. FEEDBACK AND REFLECTIONS ON AWAY DAY

The Board welcomed the inspiring presentation from Graeme Ross which highlighted the need for masterplanning and forward thinking to be embedded into the system. The Board highlighted the description 'attack the barriers' and questioned whether we should take this on as an agenda. The Chair suggested we bear in mind as we are developing our plan for the next 3 years, and noted that one of our strategic priorities is to identify, collate and communicate barriers that we come across in all of our work.

It was agreed that it would be good to schedule similar practitioner presentations at future Board meetings and that we should consider holding mini workshops/exercises when the Board come together in person to maximise the use of time.

Action: CEO to review future meeting schedule and present proposals for presentations and workshops.

4. OUTCOMES REPORT

EB presented the report which covers evidence collected from April 2022-September 2022 and now includes a RAG status against each outcome.

EB highlighted the limited progress made in the reporting period, the reasons for this and the steps being taken to address them. EB also noted an error in the wording of Annex 1 in relation to Outcome 6.

The Chair acknowledged the issues raised and reminded members that we were aware at the start of this process it would be difficult and would take time, and this is reflected in the honest report presented. A lot of it is around not being able to demonstrate it as evidence is not making its way through to us yet. The Board thanked and congratulated EB on the progress made so far and appreciated the honest reflection and reasons why presented in the paper and on the dashboard.

The Chair thanked the Board for an engaging discussion which reflected the report is enabling the Board to understand where they are having an impact allowing the Board to think in a more strategic way than they have done in the past.

The Board **NOTED** the report.

ACTION: EB TO PROVIDE AMENDED WORDING OF ANNEX 1 IN RELATION TO OUTCOME 6

5. 2023-24 BUSINESS PLAN

EB presented the initial scope of the next year's business plan, noting the new approach being adopted. As part of this approach, we have reviewed existing priorities, commitments and overall resource availability. The draft is structured around themes to help provide a useful grouping for the Board and to show the strategic links and make it manageable.

The next steps will involve a detailed review of the resourcing required to deliver each of the activities covering activity lead and team, time allocation, budget, activity timelines, milestones/targets, outcomes measures, outputs and deliverables. In addition, the process will consider associated risks, challenges and issues as appropriate to each activity.

Between now and Christmas the Home Teams will be working up the activity lines and we will look at how that ultimately sits around capacity.

The Board **APPROVED** the draft scope of the 2023-24 Business Plan as the basis for forward planning.

6. UPDATE ON ANNUAL REVIEW FOR 2022

MB presented the Annual Review for 2022 to the Board which had been renamed 'Place reflections and projections 2022'. The title reflected the move to celebrate the previous year alongside introducing and capturing our work going forward. More in depth content will be available on the website with accompanying PDF documents that can be downloaded, emailed and printed. Learning and Communications has assigned one person to each Home Team to gather information and become a new way of working going forward.

A launch event is planned for the end of January 2023 (25th January 2023 – date tbc) involving key stakeholders, staff and Board members as a celebration of our work, as well as an introduction to our work in 2023.

Board members welcomed the idea of celebrating the good work and looking ahead and agreed the document looked really engaging.

The Board thanked MB for the presentation.

7. ANY OTHER BUSINESS

Stakeholder Strategy

It was reported that a lot of internal effort has been put towards unpacking the various target audiences that have been identified. We have met with key people outside, including SR regarding engagement with Ministers. A verbal update will be provided at every Board meeting. Board members were reminded they will be receiving requests from JM to help implement this.

Spending Review

GW reported that the budget announcement is expected on 15th December 2022. He commended JM and the team for the information they are providing in setting out the value of the work the team are doing. He noted that everyone is conscious of current spending pressures, and took comfort that the team are doing the right thing and are in the best place we can be in stressing our role in the way forward. It was noted that A&DS are beginning to develop other relationships with, for example, Scottish Futures Trust, where those organisations are going to need to partner and be in a place to show in Government how we are coming together to use resources as best as possible. It was highlighted that IG's new role will be critical in developing those partnerships and working out how we can use resources most effectively. GW noted he would like Planning and Architecture Division to be more involved in next year's business plan than they have been previously and JM welcomed this.

The Chair asked that Board members keep feeding in ideas as and when they come.

Accommodation Review

JM reported that an initial meeting has taken place with Scottish Government and Scottish Futures Trust who are providing us with advice and guidance in relation to this detailed exercise. We will scope out a firm basis for the review over the winter and aim to have the full scope of the exercise we will undertake for the February 2023 Board meeting.

Digital Place

JM reported we continue to talk with colleagues from Scottish Government and Scottish Futures Trust about the development of various elements of all things digital. IG informed the Board that he has recently taken up a new role within Scottish Government as Head of Digital Place and Innovation within the Digital Planning Team. They will be looking to develop innovation using digital resources to support that. They will also be looking at people and place, how they connect with communities and use mapping to help with that.

The Chair passed on her thanks to IG for his commitment, engagement and everything he has done for A&DS over the years and we look forward to working with him on the digital side. IG passed on his thanks for the collaboration and partnership working from A&DS and noted SR will be running the Architecture and Place Team and GW's role remains unchanged.

The meeting closed at 11:50.



Signed:

Ann Allen, Chair

Date: 16/02/2023