

Architecture & Design Scotland

Ailtearachd is Dealbhadh na h-Alba

ARCHITECTURE & DESIGN SCOTLAND

MINUTES OF BOARD MEETING (85)

Online Via MS Teams

10:00 on Thursday 20 April 2023

Present: Ann Allen (AA) Chair, Alistair Scott (AS), Angela Bonney (AB), Bruce Ross (BR), Kirsty Macari (KM), and Caroline Parkinson (CP).

Staff: Jim MacDonald (JMacD) CEO, Lynne Lineen (LL), Heather Claridge (HC), Sue Reynolds (SueR - Minutes), Anja Ekelof (AE), Daniel McKendry (DMCK - Item 3), Kate Given (KG - Item 4) and Emelie Borg (EB).

Guests: Sandy Robinson (SR) PARD

Observers: Eilidh Henderson (EH) & Lizzie Smith (LS)

Apologies: Samantha McCabe (SM) and Daisy Narayanan (DN). Lynn Wilson (LW) was unable to join due to technical IT difficulties.

Absent: Georgiana Varna (GV)

1. APOLOGIES & DECLARATIONS OF INTEREST

Apologies were received from Samantha McCabe, Daisy Narayanan and Lynn Wilson.

There were no declarations of interest.

2. MINUTES OF PREVIOUS MEETINGS AND MATTERS ARISING

The Minutes from the meeting on 16 March 2023 were approved, with one spelling amendment.

Action 1 – Update minutes before signing – (Item 4, para 1, line 3 – was shown instead of for shown).

It was noted under Matters Arising that all matters were completed with the exception of Feb 23 No 4 as SM and SR have still to arrange a date to discuss changes to the Climate Adaption Plan. This is scheduled in the diary for mid-May 2023.

3. STAKEHOLDER STRATEGY UPDATE

DMack introduced the Stakeholder Strategy update paper showing what measures were in place to engage those key stakeholders who are best positioned to influence the changes sought by our 2021-31 Corporate Strategy. This is backed up with intelligence and evidence gathered in the first six months of the revised Stakeholder Strategy, both in terms of our Corporate Strategy and the consequences on the implementation of the Stakeholder Strategy.

The paper also outlined the future programme for key stakeholder engagements, and which has been updated following the election of the new First Minister and Cabinet on 29 March 2023. The Board noted that the new cabinet team consists of 10 Ministers supported by 18 Junior Ministers, and that the changes included changes both in portfolios and personnel.

SR updated the Board that the First Minister had produced an updated Policy Perspective which focussed on:

- Equality
- Opportunity
- Community

It was acknowledged that a lot of A&DS's work covers the areas, either directly or indirectly, in the Policy Perspective. The Chair reinforced it was very important to ensure all our projects had impact assessments to ensure we had evidence to showcase our impact across our work.

SR reminded the Board that PARD would look for opportunities for the Chair and CEO to meet with Ministers following the reshuffle.

The Board acknowledged that the progress made on our stakeholder strategy demonstrates how A&DS continues to support key stakeholders to make the changes required.

The Board AGREED that work is required on ensuring terminology around eg, place principle, place making, and place scale strategies is understood across all stakeholders and is evidenced and explained via our website.

Action 2: LT to look at ensuring terminology understanding across all our documents, and especially when used on our website is clear and transparent for each context setting.

4. KAG COLLABORATIVE WORKING TO SUPPORT NPF4 UPDATE

HC and KG updated the Board on the refreshed offer, made via the KAG Green Recovery Group, to support to local authorities with a focus on Local Development Plan (LDP) preparation.

The refreshed offer was agreed by agencies in December 2022. The new offer was grounded in the KAG Green Recovery support to LDP teams and aligned with the National Planning Framework 4 (NPF4) and the draft LDP regulations and guidance. The offer sets out a sequence of broadly replicable steps that align KAG efforts around key points where agencies can add most value to support authorities in taking a place-based, collaborative approach to their evidence gathering and reporting.

A&DS and KAG partners launched the [Key Agencies Group Collaborative LDP Offer](#) online and through Heads of Planning networks on 1 February 2023, with expressions of interest invited by 28 February. In total 21 expressions of interest were received from 20 planning authorities and one regional spatial strategy team.

The scale of interest in the joint support exceeded KAG's expectations and our collective capacities for this collective facilitated pilot approach to enable prioritisation, A&DS and KAG partners have undertaken individual scoping discussions with each interested authority through March and early April. Meetings have been based on a common question set developed around project management, place leadership, identifying systemic barriers and sharing learning. Replicating the same questions with each applicant has enabled a baseline picture to be built about the team, organisational and place contexts in each local authority which will support a KAG prioritisation exercise to select partner authorities.

The Board noted that this work offers a very strong avenue for A&DS to deliver a package of work in support of our strategic ambition to change the way Scotland's places are designed, planned, and delivered.

The Board noted that the demand for this support outweighs A&DS and other agencies' capacity to deliver for everyone. Consideration is therefore being given to selection of projects that maximise transferrable learning opportunities, to developing approaches to share learning in real time, and to exploring opportunities to increase capacity. Discussions are ongoing with Scottish Government in relation to the last of these.

The Board agreed that the response to the offer demonstrated a strong appetite for support in place based collaborative approaches and offers a strong context for delivery of A&DS' work in support of Outcomes 7 and 8 over the coming years. There was also a discussion on managing expectations from partners to ensure the delivery is realistic for A&DS. KG noted that the next Skills Module would tie in with this work and be published for all local authorities to take advantage of. JMacD and the Chief Planner were also scheduled to speak to all Local Authority CEOs to ensure there is capacity with their organisations to prioritise this work.

The Chair noted that it would be key to ensure that we have impact assessments in place to gather the evidence of impact of this major piece of work.

Action 3: LT to discuss how our projects are delivering on impact assessments in general to ensure appropriate evidence is gathered for delivery of our outcomes.

5. PROJECT FOR THE WEB UPDATE

SueR gave a presentation of how Project for the Web (the tool to help A&DS colleagues to run their projects and provide a platform for reporting on our delivery and collection of evidence to ensure we are meeting our measures to deliver our outcomes in the 10-year strategy) would be implemented across A&DS. The outputs of this work will provide Audit Committee with a set of dashboards on business reporting including on milestones, project risks and outcomes delivery.

The Board noted their support for the project and thanked SueR to driving this piece of work forward. It was noted that this work had a red RAG status on the corporate risk register for some time and it was good to see progress being made. The package is supported by the Microsoft platform and will be set up to ensure reporting for Quarter 1 of 2023/24 is ready for Audit Committee to view at their end August 2023 meeting.

6. ANY OTHER BUSINESS

Review of Design Panel – this work has been delayed and will return to the Board for discussion on new ways of working with the design panel in Oct 2023.

Action 4: Add review of design panel update to October 2023 board meeting.

Accommodation Review – delayed due to SG/SFT Easter leave.

Venice Biennale – reminder of launch date – 19 May. Chair will attend the launch event.

Cabinet Reshuffle – Reminder to ask for briefing if you are meeting new Ministers.

The meeting closed at 11.25 am.

Signed:



Kirsty Macari, Depute Chair

Date: 02.06.2023