

Architecture & Design Scotland

Ailtearachd is Dealbhadh na h-Alba

ARCHITECTURE & DESIGN SCOTLAND

MINUTES OF BOARD MEETING (88)

Online Via MS Teams

10:30 on Thursday 14 September 2023

Present: Kirsty Macari (KM) Chair, Alistair Scott (AS), Angela Bonney (AB), Bruce Ross (BR), Caroline Parkinson (CP), Georgiana Varna (GV), Lynn Wilson (LW) & Samantha McCabe (SM - from Item 7)

Staff: Jim MacDonald (JMacD) CEO, Sue Reynolds (SRe), Anja Ekelof (AE), Emelie Borg (EB) & Andrea Hepburn (AH – Minutes)

Guest: Sandy Robinson (SRo) PARD

Observer: Eilidh Henderson (EH)

Apologies: Ann Allen (AA) & Daisy Narayanan (DN)

1. APOLOGIES & DECLARATIONS OF INTEREST

Apologies were received from Ann Allen & Daisy Narayanan.

There were no declarations of interest.

2. MINUTES OF PREVIOUS MEETINGS AND MATTERS ARISING

The Minutes from the meeting on 15 June 2023 were approved.

All matters arising were completed.

3. ACCOMMODATION REVIEW

The paper was presented and JMacD advised members that Audit Committee had asked for accommodation to be added to the Risk Register owing to there being less than eight months until we vacate Bakehouse Close. The various shortlisted options and costings were discussed and JMacD confirmed that staff are being kept up to date and their input will form part of the decision process.

The Board AGREED with the shortlisted options proposed.

4. CORPORATE PLAN 2

The direction of travel and aims for the Corporate Plan proposals for 2024-27 were discussed. EB updated that a lot of work has gone into gathering outcomes reporting from both the Board workshop in June and a staff workshop in August. The CEO and Directors have agreed the way forward. This is not the final wording for the document it is merely setting out the thinking and direction of travel.

Board members felt it was going in a steady direction reflecting our ten-year strategy with no major changes. It was felt that robust discussions had taken place in June including the work with Glasgow University which will hopefully have an impact on this.

SRO advised that PARD are happy to work with the team on this to ensure Ministers are aware of our plans as things have changed since the last strategy with more focus on public service reform.

Board Members offered further input as and when required.

The Report was AGREED.

5. SCHEME OF DELEGATIONS

SRe advised that the Scheme of Delegation requires updating every two years but that on this occasion, the amendments are minor. KM noted that even if amendments are minor, it assures the Board that these documents are being reviewed regularly.

The revised Scheme of Delegation was APPROVED.

6. FRAUD & ANTI BRIBERY POLICY

SRe advised that this Policy is reviewed yearly and checked by the auditors. Again, the amendments are minor.

The updated Fraud and Anti Bribery Policy was APPROVED.

7. PROGRAMME FOR GOVERNMENT

JMacD advised that the new Programme for Government was published on 5 September 2023. The Programme is founded on three key themes being Equality, Opportunity and Community and will provide context for our developing work. Further briefing will be provided in writing.

SRO advised that Public Sector Reform and sustainability are at the centre of the document which everyone is encouraged to read as there are links to be made in the Culture portfolio along with climate issues which are all relevant.

ACTION 1 : Programme for Government to be circulated round Board Members.

ACTION 2 : JMacD to circulate a briefing on the Programme for Government round Board Members.

8. UPDATE ON CLIMATE ADAPTION PLAN

SRe advised that the Climate Adaption Plan sits within Corporate Infrastructure's workplan but it requires all staff to update it. Reporting on this is not yet a statutory obligation for NDPBs but, as we anticipate that this will be the case soon, we have taken the decision to start working on it now. The immediate action points from January are all on track and there will be training for staff next year in this regard. From next April, The Climate Action Plan will form part of the Corporate Plan.

The Report was NOTED.

9. ANY OTHER BUSINESS

Scottish Government Pay Offer

JMacD confirmed that the unions have recently accepted a two-year pay offer which have been advised to implement. This has come in higher than we budgeted but it is affordable.

Public Service Reform

JMacD advised he had received a letter earlier in the week from the Director General asking public bodies to work as efficiently as possible. The timescales for responding are later this month so are too tight for it to be brought to Board. This is an opportunity for us to rehearse how we make a difference.

Future Meeting Dates

JMacD advised that DN has a reoccurring clash with upcoming Board dates so we will be looking to move the October and November dates, along with June next year. Board Members were asked whether they would prefer a different day the same week or a different week. All were asked to revert to JMacD by close of play the following day with their preferences and availability.

ACTION 3 : Board Members to advise JMacD by close of play on Friday 15 September of their availability for rescheduled dates.

Board/Audit Self-Assessment

SRe reminded everyone that they need to return their Self-Assessment forms by close of play on Friday 15 September. These form part of our governance reporting to PARD and our external auditors.

Place Conversations

AE reminded everyone to sign up/promote the Place Conversations Event, "Warm Homes in a Changing Climate" which takes place over lunch time on Thursday 28 September.

The meeting closed at 11.35 am.

A handwritten signature in black ink, appearing to read "Ann Allen".

Signed:

**Ann Allen, Chair on behalf of
Kirsty Macari, Deputy Chair**

Date: 24 October 2024