

Architecture & Design Scotland

Ailtearachd is Dealbhadh na h-Alba

ARCHITECTURE & DESIGN SCOTLAND

MINUTES OF BOARD MEETING (40)

Bakehouse Close, 146 Canongate, Edinburgh

1.30 pm on Monday 8 February 2016

Present : Karen Anderson (KA) (Chair), Andrew Burrell (AB), David Chisholm (DC), Graham Ross (GR), Graham Hill (GH), Jonathan Hughes (JH), Martin Crookston (MC), Sue Evans (SE), Sandy Beattie (SB)

Staff : Jim MacDonald, Chief Executive (JMacD), Andrea Hepburn (AH - Minutes), Anja Ekelof (AE), Lynne Lineen (Items 1-6)

Actions	Who	When
ACTION 1 : JMacD to pursue updates on Capacity Building (Schools) and LAUDF meeting dates.	JMacD	
ACTION 2 : JMacD to obtain overview and timetable for action points with Joint Housing Delivery Plan.	JMacD	
ACTION 3 : LL to prioritise updating of the Lone Working Policy.	LL	
ACTION 4 : JMacD to share the Materials Library visitor figures.	JMacD	
ACTION 5 : JMacD/JH to progress planning and monitoring framework.	JMacD/JH	
ACTION 6 : 2016/17 budget figures to be circulated once firmed up.	JMacD	
ACTION 7 : Consideration to be given to circulating Forum events to Board Members for information.	JMacD	
ACTION 8 : Future website stats to reflect more meaningful content.	AE	
ACTION 9 : Board members to add 2016 activities identified to the schedule on the Trello board.	All	
ACTION 10 : AE to send out links to education resources on the website.	AE	
ACTION 11 : GR to email contacts for March day to JMacD.	GR	

1 APOLOGIES

Apologies were received from Alan Sim.

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 MINUTES OF MEETING ON 14 DECEMBER 2015 & MATTERS ARISING

The Minutes of the previous Meeting were AGREED.

Actions from the Minutes were as follows:-

Action 1 : LL to check statutory requirements for first aid cover and confirm at January Board.
This will be covered under Item 4 on the Agenda.

Action 2 : LL to discuss Lone Working Policy with the Management Team and brief January Board.

This will be covered under Item 5 on the Agenda.

Action 3 : LL to review Risk 13.

Risk 13 has been updated on the Risk Register and Audit were updated this morning.

Action 4: LL to review weighting, mitigation measures and residual weighting of each entry and report to February Board.

These have been updated and Audit were updated this morning.

Action 5: JMacD to include additional information on project timescales in future plans.

The Business Plan now includes this information.

Action 6: JMacD to clarify why no success measure relating to community engagement is indicated for Stalled Spaces.

This is now included on the Business Plan.

Action 7: JMacD to provide information on Capacity Building (Schools) and the dates of the LAUDF meetings.

There are no updates on these as yet – JMacD to pursue.

ACTION 1 : JMacD to pursue updates on Capacity Building (Schools) and LAUDF meeting dates.

Action 8: JMacD to prepare detailed report on the Change Process for the next meeting.

This will be covered under Item 8 on the Agenda.

Action 9 : Board Members to send suggestions for hard copies of the Annual Report to AE/AH.
Completed.

Action 10 : JMacD to arrange an update on the Joint Housing Delivery Plan.

We now have a contact for this and a meeting is to be arranged in the next few weeks. KA asked if we can get an overview of where the plan is and a timetable for the action points.

ACTION 2 : JMacD to obtain overview and timetable for action points with Joint Housing Delivery Plan.

4 HEALTH & SAFETY UPDATE

LL updated the Board and confirmed that there were no incidents or near-misses to report. As an update to the queries raised at the last Board regarding statutory requirements the Health & Safety Executive guidelines were appended to the report. The report was NOTED.

5 LONE WORKING PROCEDURES

LL advised that the Lone Working procedures are included in the Health & Safety Policy. These are adopted from SG's policy and the Management Team have advised that not all sections are applicable to A&DS therefore this will be reviewed and updated. Staff have been advised to keep calendars, etc up to date with their out of office movements.

After discussion it was agreed that as Health & Safety issues are high on agendas that it would be prudent to prioritise the updating of the Lone Working Policy.

ACTION 3 : LL to prioritise updating of the Lone Working Policy.

6 AUDIT COMMITTEE UPDATE

LL advised that the tabled Audit Update was for the December meeting which covered the Management Accounts, Risk Register, Internal Audit and Board Members' Liability.

MC updated on this morning's Audit Meeting which covered Risk Management, Management Accounts, KMPG's Audit Strategy and the Internal Audit which is currently underway. Subsequent to the January Strategy Session the Forecast Assumptions were also reviewed. KA advised that an update on this would be covered under Item 8 on the Agenda.

7 2015/16 BUSINESS PLAN IMPLEMENTATION

The Updated 2015/16 Business Plan was tabled and JMacD advised that we are on track to complete what was planned and looking at the budgets we will complete on spend.

The Materials Library was discussed and KA stressed how important this resource is for Construction Innovation Scotland and The Forestry Commission who both contribute funding towards maintaining this. AB asked how many people use the Materials Library and JMacD advised that he can share the figures.

ACTION 4 : JMacD to share the Materials Library visitor figures.

There are no updates regarding Capacity Building (Schools) as this will consist of a Conference in March.

8 STRUCTURE & STAFFING

Further to the January Strategy session JMacD updated on this. We have subsequently had confirmation that the health funding will be reduced by £20k and there will be an increase to the salary figures previously tabled of £9k. The salary projections assume 100% occupancy at the top of the scales. The accommodation costs will remain the same until 2018/19.

The proposal has flexibility and we are not obliged to fill all vacant posts – it would probably be prudent to defer the full population until after the September budget. The unions are supportive of the plans as are the majority of staff. The Change Group have done a good job and are gearing down to more of a communications role.

JH advised that he works with an organisation that have a planning and monitoring framework that can be put on one page as a useful oversight tool. JMacD/JH to chat re how to progress this.

ACTION 5 : JMacD/JH to progress planning and monitoring framework.

The Board AGREED the proposals subject to flexibility on staffing post September once the budget for the next three years is known.

9 2016/17 BUSINESS PLAN & DRAFT BUDGET

The draft Business Plan for 2016/17 was tabled and JMacD advised that this forms part of the change process and shows the work we know we will be doing along with work we might do, subject to Management Team approval. Potentially more projects will be brought forward as they emerge.

It was noted that the budget figures were not presented as they are currently being worked on and will be presented later.

ACTION 6 : 2016/17 budget figures to be circulated once firmed up.

Discussion took place on future presentation of the plan and how the activities relate to the strategic objectives.

Discussion also took place on the support the Board can give the Forum Panellists. KA and SE are attending the annual Panellists day later this month – any views on Forum activities can be fed in to them prior to this. GR also asked if a calendar of Forum events could be circulated.

ACTION 7 : Consideration to be given to circulating Forum events to Board Members for information.

The draft Business Plan for 2016/17 was AGREED subject to the budget being provided and different forms of presentation looked at.

10 COMMUNICATIONS UPDATE

AE presented the Communications Update for December and January. The Annual Review has been finalised and hard copies will be sent out over the next few days along with an electronic mailing. Say Hello is progressing as is Scotland + Venice which will be announced in late February. The website work continues with Pulse and Spark being finalised.

As the website stats predominantly have Home and About as the top pages MC asked if future stats could indicate the most visited pages after these.

ACTION 8 : Future website stats to reflect more meaningful content.

11 BOARD MEMBERS' KEY THEMES & COMMUNICATION IN 2016

AE tabled a discussion paper on the themes for 2016 and potential Board involvement. KA agreed that the more the Board know about the context of the themes the better – the Festival programme is due to be published soon and it would be useful to have a draft timetable of the Hello programme.

AE said we want to use 2016 to raise our profile and build on the Board involvement in DECADE. Briefing materials will be available and themes can be connected to events. KA suggested that Board Members write a postcard every time they attend an event.

AE made a presentation on Trello and plans to make this the platform that replaces the Board Intranet (hosted on the old website). Briefing materials will be placed on this and the Say Hello events, etc will be updated regularly. The programme has been circulated and this is constantly being updated with activities.

Board members were asked to add activities – for example identified through their work with Chapters - to the schedule through the Trello board.

ACTION 9 : Board members to add 2016 activities identified to the schedule on the Trello board.

12 ANY OTHER BUSINESS

Chair/CEO Diaries

KA has an upcoming Biennale meeting – we are co-curators of this event. She also advised that with effect from 1 March she will be taking on more of a consultancy role with ABC.

JMacD was at the SLF workshop on Friday where Leslie Evans was the speaker; has had recent dialogue with our sponsors and the unions regarding the change process; is meeting the Health Directorate later this week while pursuing Schools for a meeting and meeting Philip Long of V&A in Dundee on 29 February.

Board Member Diaries

DC is going to talk to the local primary school about architectural work – AE will send out links to all Board Members to the resources on our website.

ACTION 10 : AE to send out links to education resources on the website.

SE was at the Landscape Institute Policy & Comms Committee looking at housing and rural issues; is trying to contact GIA to set up a meeting; met the Head of Architecture at GSA and CSGNT are holding an in-house Place Standard session.

JH has been made an Honorary Fellow of Edinburgh University.

MC is involved in the housing sub-group.

AB had a recent meeting with Nicola Barclay.

GR advised that APD are taking a review of the number of charrettes.

March & April Meetings

Ideas were sought for the March meeting which is scheduled to be an Away Day. GR suggested a walk around the proximity of the Lighthouse, eg Gorbals, etc, to highlight the issues flagged up at the January strategy session. GR to email JMacD with contacts to speak to.

ACTION 11 : GR to email contacts for March day to JMacD.

The April meeting will be a strategy session.

Planning Review

JMacD is meeting ED on Wednesday for an update on this.

2016 Update

This was discussed under Item 11. Local event forms will be sent out tomorrow and organisations are being offered events under our banner. Three strands of work sit under this namely Venice; Best of the Best and Say Hello.

Scottish Parliament Elections

This is on 5 May and Parliament will have a six week recess prior to this. There will be no effect on A&DS operationally during this period with the exception of changes beyond the election and the availability of Ministers.

The next Board Meeting will be an Away Day on Monday 14 March 2016 - details to be confirmed.

The Meeting closed at 16:40.

Signed:

Karen Anderson, Chair

Date