

Architecture & Design Scotland

Ailtearachd is Dealbhadh na h-Alba

ARCHITECTURE & DESIGN SCOTLAND

MINUTES OF BOARD MEETING (41)

Bakehouse Close, 146 Canongate, Edinburgh

1.30 pm on Monday 9 May 2016

Present : Karen Anderson (KA) (Chair), Alan Sim (AS), Andrew Burrell (AB), David Chisholm (DC), Graham Hill (GH), Jonathan Hughes (JH), Martin Crookston (MC), Sandy Beattie (SB)

Staff : Jim MacDonald, Chief Executive (JMacD), Andrea Hepburn (AH - Minutes), Lynne Lineen (LL) (Items 5-10), Anja Ekelof (AE) (Item 11)

Actions	Who	When
ACTION 1 : JMacD to circulate the Action Plan once drafted and Board Members to have email discussion by 6 June.	All	6 June 2016
ACTION 2 : LL to add mitigations from the staff survey into loss of staff risk.	LL	End July
ACTION 3 : AE to issues a briefing on Scotland + Venice to the Board.	AE	
ACTION 4 : SB to prepare a postcard on the Aberdeen month of Innovation and Design.	SB	

1 APOLOGIES

Apologies were received from Sue Evans and Graham Ross.

2 DECLARATIONS OF INTEREST

There were no declarations of interest.

3 MINUTES OF MEETING ON 8 FEBRUARY 2016 & MATTERS ARISING

The Minutes of the previous Meeting were AGREED.

Actions from the Minutes were as follows:-

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

An update is provided under Item 4 while a briefing on LAUDF will follow separately.

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

To follow after JHDP Sub-Group on 11 May.

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

Included under Item 10.

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

Figures not available. JMacD to source details of booked visitors.

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

JMacD to share evaluation project details with JH.

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

Outstanding – LL to prioritise.

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

KA/SE met HC/JMacD and agreed handling.

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

Included under Item 11.

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

To be discussed under Item 11.

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

To be discussed under Item 11.

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

Completed.

4 BUSINESS PLAN REVIEW 2015/16

JMacD presented a review of the most recent business year highlighting the extent of work undertaken and providing a summary of the associated expenditure. It was noted that New Workstreams and KAG lines had not been updated but that the former had resulted in 20 engagements with a range of potential partners while the latter involved our attendance at three of the 4 meetings during the year and submission of the annual performance report to government.

Board welcomed the report and in particular the detailed summaries provided for each activity, notably Design Assessments and National Projects. The Chair asked the Chief Executive to pass on the Board's appreciation to the staff for the hard work that went into delivering such a wide range of activity.

The Report was NOTED.

5 STAFF SURVEY RESULTS (IN CONFIDENCE)

JMacD advised that the survey was the first of what will be a yearly exercise. The papers provide members with full details of the survey results as provided by the consultants who undertook it.

The results suggest that we are performing well in many areas but that there are areas in which we need to address some significant issues. The Management Team have reviewed the results with the consultants, briefed staff on next steps and are preparing a draft action plan. The plan will be shared with the Board and updates will be reported at each Board Meeting.

Separately JMacD will provide a briefing to members ahead of the June Away Day to include material on developing our vision and their role on the day.

KA welcomed the report as a key means to improve A&DS working and workplace and suggested the Board consider how it can best support management in addressing the issues raised.

In discussion the Board noted concerns around the implementation of the new structure, micro-management of professional staff, communication, projects and vision and asked that particular attention be paid to these in developing actions. It was suggested that it would be useful to see how we compare to other organisations through, e.g. a net promoter score survey.

It was suggested the Board have an email conversation around the strategic governance requirements of this by 6 June.

ACTION 1 : JMacD to circulate the Action Plan once drafted and Board Members to have email discussion by 6 June.

6 CORPORATE STRATEGY 2017/20

The principles are the same as for the preparation of the current Corporate Strategy with the first draft being presented at the August Board prior to a consultation phase with final Board sign off in January prior to submission to Ministers.

The proposals were AGREED.

7 CORPORATE RISK REGISTER

LL drew members' attention to the principle changes to the register, notably the removal of the Accommodation Review as this is now complete. Further minor small changes relating to the status of other items were also highlighted.

As part of our restructure, programme risk registers will be dropped and risk included within all project plans.

KA asked if management consider anything in the staff survey might impact on the risk relating to loss of staff risk. It was agreed to add this and consider amending the mitigating actions for this risk.

The Report was NOTED.

ACTION 2 : LL to add mitigations from the staff survey into loss of staff risk.

8 AUDIT COMMITTEE UPDATE

LL presented a formal report on proceedings at the February meeting. Separately, MC updated Board on the May Audit Committee which covered Risk; KPIs and Management Accounts.

DC enquired if Audit cover governance and/or HR matters. MC advised that they consider matters as and when directed by the CEO. JMacD advised that A&DS HR procedures are aligned with SG but that is important for the Board to be satisfied that these are being applied. LL

advised that Internal Audit are looking at HR in 2016/17 and updates will be provided to Audit Committee.

The Report was NOTED.

9 HEALTH & SAFETY UPDATE

LL advised that there were no incidents to report.

The Report was NOTED.

10 LONE WORKING PROCEDURES

LL advised that the subsequent to the February Board the Lone Work Procedures have been updated, approved by the Management Team and issued to staff.

JH enquired if there is a Staff Absence Policy. LL advised there is, that this includes standard procedures and that employees have access to OH Assist where they require confidential advice.

The Report was NOTED.

11 COMMUNICATIONS UPDATE

AE tabled the Comms Update for February to April 2016 and highlighted:-

- Copies of the Decade publication and the Annual Report are available should anyone wish copies.
- Say Hello to Architecture (SH2A) functions have been updated and Board Members were asked to highlight events in their area they would like to be involved in. Information packs for SH2A will be sent to all MSPs
- The exhibition "Getting Things Done" launches at the Lighthouse on 16 May and is on until the end of June. Board Members will receive invites.
- Scotland + Venice launches on 25 May and will subsequently tour to venues around Scotland. This is being pitched to both UK and European media and Board members were encouraged to share details of potential invitees for the launch with AE.
- The Best of the Best exhibition launches on 21 June prior to it touring various venues around the country.
- May Communications Sub-Committee discussed a project aimed at ways of improving and developing the website content and we are working towards ways of improving the website stats and developing more meaningful analytics.

The Board noted these updates and asked for a briefing on Scotland + Venice. AE to arrange.

ACTION 3 : AE to issues a briefing on Scotland + Venice to the Board.

AS advised that the Comms Group discussed Media Handling Protocol this morning. The Group were happy with the content and propose to circulate it for adoption at the next Board Meeting.

The Report was NOTED.

12 ANY OTHER BUSINESS

Chair/CEO Diaries

KA spoke at the Institute of Chartered Foresters Conference, attended a Can-do Enterprise event and a Wood for Good event at Surgeons Hall. She also asked if anyone was interested in volunteering to take her place on the panel for Scotland's Homes & Housing Awards.

KA suggested offer to promote the Place Standard at the Development Trust Association Scotland Conference. AS is to take this up and update JMacD.

KA has been approached to assist at the Scottish Canals Conference – she is unavailable to assist so is looking for someone else to step in.

JMacD is attending a meeting of the SG Joint Housing Development Plan sub-group on Wednesday, the Kirking of Parliament on Wednesday evening and the launch of Scotland + Venice.

Board Member Diaries

DC had a meeting with the West Fife Villages group which was attended by a Community Manager who has participated in a Place Standard Pilot.

GH attended an event last week on the Built Environment Network organised by Edinburgh and Glasgow Universities; has been invited to join the Common Purpose Edinburgh Advisory Group who held an event in BHC; attended the SURF event on regeneration; attended the SCDI event on the National Planning Framework and also their Annual Forum.

MC met the Features Editor of Planner Magazine who is interested in talking about A&DS and has passed details to AE.

SB updated on a month of Architecture Innovation and Design in Aberdeen which was well attended with a range of partnered events and series of lectures involving the School of Architecture. SB will prepare a postcard of this.

ACTION 4 : SB to prepare a postcard on the Aberdeen month of Innovation and Design.

KAG Update

JMacD reported that there is interest in a one stop approach to strategic planning and is exploring whether a meeting of the Chairs of the Key Agencies is possible.

Board Development : Shadowing

As part of Board succession planning, KA advised that she is investigating whether there is scope to co-opt people onto the Board and whether there are opportunities for Board Members to shadow other Boards. She will discuss these issues with sponsor team and update Board in due course.

Board Member Reviews

Board Member reviews are due and KA hopes to do these week commencing 6 June. She would welcome suggestions for helpful ways of doing the reviews and would also like to build in a post review collective conversation.

June Away Day

The next Board Meeting will be the Staff/Board Away Day on Monday 13 June 2016 in Glasgow – location and details to be confirmed.

The Meeting closed at 16:20.

Signed:

Karen Anderson, Chair

Date