

# Architecture & Design Scotland

Ailtearachd is Dealbhadh na h-Alba

## **ARCHITECTURE & DESIGN SCOTLAND**

### **MINUTES OF BOARD MEETING (43)**

**Bakehouse Close, Canongate, Edinburgh**

**1.00 pm on Monday 14 November 2016**

**Present :** Karen Anderson (KA) (Chair), Alan Sim (AS), David Chisholm (DC), Graham Ross (GR), Jonathan Hughes (JH), Martin Crookston (MC), Sue Evans (SE)

**Staff :** Jim MacDonald, Chief Executive (JMacD), Andrea Hepburn (AH - Minutes), Emelie Borg (EB)(Item 6)

**Guest :** Anna Davis, Achieve Balance (AD)(Item 6)

#### **1 APOLOGIES**

Apologies were received from Andy Burrell, Graham Hill and Sandy Beattie.

Due to short timescales after the in camera Board discussion it was agreed to take various items as read/held over until December with the exception of Item 6 which would be discussed.

Prior to the formal agenda, Board considered a confidential report prepared by the independent investigator appointed to consider an HR issue. A note of this discussion will be prepared but owing to its nature this will be treated as restricted in confidence. Separately, a note outlining the actions arising from this report will be provided to the Chief Executive for circulation amongst the wider staff.

#### **2 DECLARATIONS OF INTEREST**

There were no declarations of interest.

#### **3 MINUTES OF MEETING ON 8 AUGUST 2016 & MATTERS ARISING**

The Minutes of the previous Meeting were AGREED.

#### **4 CEO UPDATE**

The report was taken as READ.

#### **5 CORPORATE STRATEGY 2017/20**

The report was taken as READ.

#### **6 EVALUATING OUR WORK**

EB made a presentation on the Evaluation Project which will develop a set of methods and infrastructure to enable staff to work more clearly toward joint outcomes using the Logic Modelling concept which allows you to focus on outcomes and is a dynamic way to gather all the information required.

Measuring outcomes is easier if we are clearer on what we are trying to achieve from the outset. We are currently developing this for a few pieces of work to test how it will fit into the Corporate Strategy and objectives.

AD reported on the Balanced Scorecard which will develop a set of measures related to our strategy and provide us with performance measures for each staff member and the organisation as a whole. A lot of progress has been made on this over the last few months as the auditors are asking for KPIs and it ties in with the Staff Survey Action Plan. Looking at the whole system it will allow us to prioritise things and balance leading and lagging measures. The component aims are a work in progress as outcomes are difficult to measure and individual performance measures may be a challenge.

Discussion took place around the Evaluation Project and Balanced Scorecards and the report was NOTED.

## **7 BOARD SUCCESSION PLANNING**

This item will be CARRIED FORWARD to the December meeting.

## **8 BUSINESS PLAN UPDATE**

The report was taken as READ.

## **9 AUDIT COMMITTEE UPDATE**

The report was taken as READ.

## **10 SAY HELLO TO ARCHITECTURE UPDATE**

The report was taken as READ.

## **11 COMMUNICATIONS UPDATE**

The report was taken as READ.

## **12 DESIGN ADVICE**

The report will be CARRIED FORWARD to the December meeting.

## **13 ANY OTHER BUSINESS**

None.

The Meeting closed at 4.15 pm

Signed: .....

**Karen Anderson, Chair**

Date .....