

# Architecture & Design Scotland

Ailtearachd is Dealbhadh na h-Alba

## ARCHITECTURE & DESIGN SCOTLAND

### MINUTES OF BOARD MEETING (45)

Bakehouse Close, Canongate, Edinburgh

1.30 pm on Monday 13 February 2017

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

**Staff :** Jim MacDonald, Chief Executive (JMacD), Lynne Lineen (LL), Sue Reynolds (SR), Andrea Hepburn (AH - Minutes)

#### 1 APOLOGIES

Apologies were received from Sandy Beattie, Andy Burrell & Jonny Hughes.

#### 2 DECLARATIONS OF INTEREST

There were no declarations of interest.

#### 3 MINUTES OF MEETING ON 12 DECEMBER 2016 & STRATEGY SESSION ON 16 JANUARY 2017 & MATTERS ARISING

The Minutes of the previous Meeting and Strategy Session were AGREED.

The new format for actions listed as a separate schedule was welcomed.

##### 12 December 2016 : Action 1

JMacD advised that images for the Corporate Strategy document are still sought and should be sent to AE.

##### 16 January 2017 – Action 5

It was noted that skills required for potential new board members should include audit and social media. All the info circulated to date to be brought to the first Succession Planning Committee meeting and AE to be updated for Comms purposes.

**ACTION 1 : AH to bring all information collated to date to Succession Planning Meeting on 1 March and AE to be kept updated with progress.**

#### 4 CEO UPDATE

It was noted that subsequent to the last meeting Strategic Risk has been added to this paper – the 13 Corporate Risks that Audit review are distilled into three Strategic Risks. Cyber Crime has been added and this was discussed at Audit that morning. The Management Team is currently looking at the Business Continuity Plan and an update will be provided at the next meeting.

Feedback on the Decade project was presented to the Communications Group that morning. The Chair wished to thank the staff involved in the project and advised that we can use it as a platform for future working and the lessons learned on new ways of working.

**ACTION 2 : AH to circulate Decade Project Review to Board.**

The CEO Update paper was taken as READ.

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

JMacD summarised the latest feedback from colleagues in Scottish Government. The key points within this are that the draft does not:

- convey a strategic way of working;
- have sufficient regard to SG work;
- set out policy context clearly or comprehensively.

There was also a recommendation that we provide a diagrammatic illustration of how our work supports our central purpose.

SE noted that the Land Reform Consultation out at present provides a good example of linking to the SG performance framework.

It was agreed that we should include a diagram along the lines suggested by Scottish Government and refine the draft further to address the latest set of comments.

Subsequently, the draft will be issued to the Cabinet Secretary ahead of our meeting with her on 8th March 2017.

**ACTION 3 : JMacD to amend the Draft Corporate Strategy.**

## **6 DRAFT BUSINESS PLAN 2017/18**

JMacD confirmed that the 2017/18 Business Plan is currently incomplete and will be circulated when completed. SE asked if we can have an allocation of staff time in this.

**ACTION 4 : JMacD to finalise the 2017/18 Business Plan and issue to Board.**

## **7 DRAFT BUDGET 2017/18**

The draft budget for 2017/18 was tabled. This confirms that we will not be renewing the gallery space next year and back-filling two out of five current vacancies.

The draft budget was AGREED.

## **8 HR PROVISION**

An action plan for reviewing our HR provision was tabled. The Board were supportive of this proposal and timetable. Questions were asked around the frequency of staff appraisals and whether those carrying them out are trained – JMacD to investigate and report details of this to the Board.

**ACTION 5 : JMacD to report on the training of managers to undertake staff appraisals.**

The next staff survey is scheduled for March – as part of this it was suggested that staff are briefed on what has been done since the last survey.

JMacD asked if the Board would like quarterly or monthly updates on this. The consensus was monthly until this is up and running then quarterly.

## **9 BUSINESS PLAN UPDATE 2016/17**

The Business Plan Update was tabled. Everything with the exception of Health Case Studies should be completed by the year end.

## **10 AUDIT COMMITTEE UPDATE**

The update on November's Audit Meeting was tabled. MC updated on that morning's meeting which covered the Risk Register – including Cyber Crime and the effects of Brexit on staff (ie non UK citizens leaving). The Management Accounts were tabled of which the auditors will allow us to carry forward a potential £20,000 for allocated spend. Audit Scotland outlined the audit plan for the year and the Data Management Project was also outlined.

## **11 ANY OTHER BUSINESS**

### Proposed 2017/18 Meeting Dates

Discussion took place around the 2017/18 meeting dates agreement of which was deferred pending confirmation of school holiday dates.

### **ACTION 6 : AH to provide confirmation of school holiday dates.**

Suggestions for 2017/18 included meeting with Key Agencies or City Deal Partnerships to develop working on our Key Focus Areas. KA suggested other organisations we do joint working with, ie LAUDF and the Public Sector Forum. SE noted that Greenspace Scotland's Parks Management Forum are looking for sponsors to host their meetings and Corporate Natural Capital can come and talk to us. Additionally, Transport Scotland and Housing partners including Glasgow City Council who we would wish to work with.

Separately, it was agreed that the next meeting (March 2017) will take place in Edinburgh and cover the Business Plan, Corporate Strategy and a Succession Planning update.

### Design Forum Panel Day

The Annual Design Forum Panel Day is on 22 February. SE can no longer attend but AS will try and attend in her place. KA asked if Board Members had been approached re attending this. Board members did not recall but some are sitting in on upcoming reviews. KA thanked them and emphasised the need to build Panel/Board relationship, feedback and joint 'mission'.

### Chair/CEO Diaries

KA and JMacD will be having lunch with the Secretary and President of RIAS on 23 February and are meeting with the Cabinet Secretary on 8 March.

KA will be at the Disappearing Glasgow event at the Lighthouse on Thursday evening and is a speaker at the Scotland Policy Conferences : Next Steps for Enhancing Natural Capital and Biodiversity in Scotland Seminar on 1 March.

The Meeting closed at 4.25 pm

Signed: .....

**Karen Anderson, Chair**

Date .....