

Architecture & Design Scotland

Ailtearachd is Dealbhadh na h-Alba

ARCHITECTURE & DESIGN SCOTLAND

MINUTES OF BOARD MEETING (47)

Bakehouse Close, Canongate, Edinburgh

1.00 pm on Monday 14 August 2017

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

Staff : Jim MacDonald, Chief Executive (JMacD), Heather Chapple (HC), Lynne Lineen (LL), Diarmaid Lawlor (DL), Sue Reynolds (SR), Andrea Hepburn (AH - Minutes)

Guests : Fiona McKerrell (FM), Joann Russell (JR) & Lynn Downie (LD)

1 WELCOME, APOLOGIES & DECLARATIONS OF INTEREST

KA welcomed everyone and introduced Lynn Downie of Standard Life.

There were no apologies.

There were no declarations of interest.

2 MINUTES OF MEETING ON 8 MAY 2017 AND MATTERS ARISING

The Minutes of the previous meeting were AGREED.

8 May 2017 : Action 1

SR has the updated Business Plan Round Up and will publish this to our Trello site.

8 May 2017 : Action 2

Previous year's figures have been added to budget reports.

3 AUDIT COMMITTEE UPDATE

MC reported that the CEO Quarterly Governance statement was presented; the Audit Report for 2016/17 was presented by Audit Scotland; the draft Annual Report and Financial Statements to 31 March 2017 were agreed and will be presented for approval at the September Board meeting; Management Accounts to 30 June 2017 were noted without comment; a closing report on the Evaluation Project was noted with the request that a report be presented to the February 2018 meeting reviewing the effectiveness of evaluation in projects.

ACTION 1 : Update on Evaluation Project to be provided to February 2018 meeting.

Progress has been made on the Data Management Project which is on track to make a submission to the Keeper by 30 September 2017.

KA also noted that, further to discussions at Audit, the November Board will have conversations on publishing A&DS documents and on our diversity.

The Report was NOTED.

4 CEO UPDATE

The CEO update was tabled and NOTED.

KA thanked all those involved with the organisation of the Away Day in June as well as those who took part.

KA highlighted her intention that Board Members will each champion one of our focus areas. Details of these to be confirmed at a future meeting once these have been agreed.

JH sought assurances regarding compliance with the General Data Protection Regulations (GPDR) which take effect on 1 May 2018. SR confirmed that this will be handled through our Records Management Plan with further work undertaken as required. JH suggested officers review the Information Commissioner's guidance on this.

MC asked what our formal involvement is in the appointment of the next Chair. JMacD advised that our input has ended and the rest of the process will be handled by Public Appointments Team.

5 PERFORMANCE REPORT Q1

JMacD introduced the new format and highlighted some further refinements that will be made before the next meeting. While the new format was well received by Board, it was agreed that a covering report highlighting issues along with a summary list of all projects is preferable. JMacD confirmed that these changes will be reflected in the next Report.

The Report was NOTED.

6 STAFF SURVEY UPDATE (IN CONFIDENCE)

The Board welcomed the improvements relative to the results for 2016 and asked to be kept updated with implementation of the action plan.

The Report was NOTED.

7 DRAFT ANNUAL REPORT AND FINANCIAL STATEMENTS

JMacD offered apologies for the late circulation of the paper which was a consequence of recent changes to the treatment of deferred income in the report that had been requested by our auditors.

Subject to the changes agreed at the Audit Committee being actioned, the Board APPROVED the Annual Report and Financial Statements.

8 CORPORATE STRATEGY IMPLEMENTATION

DL made a presentation on the Corporate Strategy Implementation relating to the work we are currently taking forward on housing

The Board welcomed the presentation and after discussion it was agreed that there would be a detailed discussion on this topic at the September Board Meeting.

9 SPENDING REVIEW

JMacD confirmed that he is in regular contact with sponsor division following a submission in June. While there is nothing substantive to report at this time, he also confirmed that we are planning across a range of scenarios ahead of our settlement for 2018/19 being confirmed in November/December. The detail of these scenarios will be shared with the Board at a future meeting.

The report was NOTED.

10 REVISION OF SCHEME OF DELEGATION

An amended Scheme of Delegation was presented for approval. SR highlighted the principal change being the recommendation to move from a yearly to a 3-yearly review of the Scheme.

The Board APPROVED the amended Scheme of Delegation.

11 ANY OTHER BUSINESS

Chair/CEO Diaries

The Chair attended the RIAS/A&DS Student Awards in July; is attending an Arcadis breakfast meeting on housing this week; attended the Dundee/Perth/Kinross/Fife Children's event and also Archi-fringe events last month. She outlined this was an excellent volunteer organised programme and should be supported.

The Chair and CEO will meet with the Secretary & President of RIAS at the end of August.

Other Diaries

AB updated that this year's Academy of Urbanism Congress is in Aarhus.

GH mentioned that the Edinburgh Chamber of Commerce provide a chair to the Development Forum – as the chair has recently retired he has been asked to step into the position. There is potential for A&DS to do a future presentation to them.

SB attended an Academy of Urbanism event in Aberdeen and the Degree Show at Robert Gordon University.

GR advised that the RTPI are keen to forge links on key priorities – there is potential to host all the Built Environment bodies together again.

AS is attending the NHBC Pride in the Job lunch on behalf of KA in September.

DL advised that ADP are hosting a Custom Build event in Bakehouse Close on 23 September.

HC advised that A&DS will be represented at the opening of the Queensferry Crossing on 4 September.

Other News

It is understood that 12 applications were received for the Chair's post and are being assessed today. Paperwork for the Board member positions is being finalised and advertising should commence mid-October.

JMacD advised that ED is starting a six month secondment with Scottish Government from 15th August.

The Meeting closed at 3.55 pm

Signed:

Karen Anderson, Chair

Date