

Architecture & Design Scotland

Ailtearachd is Dealbhadh na h-Alba

ARCHITECTURE & DESIGN SCOTLAND

MINUTES OF BOARD MEETING

Bakehouse Close, Canongate, Edinburgh

1.00 pm on Monday 12 February 2018

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

Staff : Jim MacDonald, Chief Executive (JMacD), Lynne Lineen (LL), Diarmaid Lawlor (DL), Sue Reynolds (SR), Andrea Hepburn (AH - Minutes), Anja Ekelof (AE) (Items 3 & 4), Morag Bain (MB) (Items 3 & 4) & Danny Hunter (DH) (Item 5)

Guest : Lynn Downie (LD) (Board Shadow)

1 APOLOGIES & DECLARATIONS OF INTEREST

Apologies were received from Graham Hill.

GR declared an interest as part of the creative team appointed to the Scotland + Venice project.

2 MINUTES OF MEETING ON 13 NOVEMBER 2017 AND MATTERS ARISING

The Minutes of the meeting of 13 November were AGREED.

3 SCOTLAND + VENICE PROJECT

MB made a presentation on the Scotland + Venice project which gave the Board an insight into the venue and the work involved in setting this up. The structure to be used in Venice is not tourable but the films and existing work on the theme of Young People will be. It was noted that our participation in Venice raises the profile of A&DS and Scotland as our work is shown on an international stage.

The Board thanked MB for the presentation and asked to be kept briefed on the project.

4 DIGITAL GALLERY

AE reported that eight companies were invited to tender for the development of the digital gallery but no tenders were received. On this basis, we have two options - use a graphic designer and an off-the-shelf product or create a web-based gallery on our website. Following discussion with Scottish Government, we have opted for the first option and will now revise the delivery dates before committing expenditure by the end of the financial year. AS advised that this was also the Comms Group's preferred option this morning.

5 HEALTHCARE PROJECTS

DH delivered a presentation on our Health & Social Care work and the positive impacts this is having. He highlighted the Health Directorate's appreciation of the work we do and their role as an advocate for this within the Scottish Government.

It was noted that the annual Design Panel Away Day at the end of February will take place at the newly opened Dumfries Royal Infirmary a project we were involved with.

The Board noted the impacts outlined and thanked DH for the presentation and all involved in the work on show.

6 BOARD SUCCESSION PLANNING

SR reported that the Public Appointments Team have commenced the advertising for the two Board positions that will be vacated at the end of March. KA asked that the Board meeting cycle be varied to allow the two new members to attend a meeting shortly after appointment.

ACTION 1: CEO to re-arrange meetings cycle as above

It was also noted that the Audit Committee Chair (MC) leaves at the end of March. Following discussion, the Board appointed SE as the new Audit Committee Chair and SB as a member of the Committee.

JMacD reported that advertising for the new Chair will commence in April with sign off by the Minister expected by the end of June.

7 PERFORMANCE REPORT Q3

JMacD highlighted changes made to the Performance Report. These were well received with a few amendments requested as follows:-

- Commentary on the status of projects in the Balanced Scorecard section;
- Change the columns to see the previous representation alongside the current one;
- Provide narrative around the red items;
- The Risk Register should be linked to our strategic objectives and be more up to date.

ACTION 2 : CEO to amend future Performance Reports as above.

Communications Group Update

AS updated on this morning's Communications Group Meeting. Website stats show website/social media users/views have gone up since last year. GDPR and the impact on our mailing lists was discussed along with the Digital Gallery, the online Materials Library and an update on the Comms Strategy Implementation.

Audit Committee Update

The written update from this morning's Audit Meeting was tabled. Key points to note:

- £60k of uncommitted funds will be allocated to projects by the year end;
- Audit Scotland presented their Annual Audit Plan;

- TIAA's term as internal auditors ends next month so a tender for internal auditors for the next three years will be required.

KA thanked MC on behalf of the Board for his work on Audit Committee over the last 4 years.

8 2018/19 BUSINESS PLAN & BUDGET

JMacD presented the draft Business Plan and budget for 2018/19 and highlighted that the draft budget shows a deficit but measures are in place to manage this. Board requested that updates to projects from the previous version are noted in future and also that information is provided on how the projects fit in with the themes in the Corporate Strategy.

ACTION 3 : CEO to amend future Business Plan reports as above.

The Board APPROVED the draft Business Plan and Budget for 2018/19.

9 BOARD MEETINGS 2018/19

The proposed schedule for Board meetings in 2018/19 was tabled. No decision was made and it was agreed that the paper should be represented at the March meeting.

It was further discussed that the Meetings diet should be considered with a view to amplify outreach and, mindful of the Board's role, to give consideration to working group activity around Strategic aims following last year's reviews.

ACTION 4 : SR to add this to the March agenda.

10 ANY OTHER BUSINESS

Meeting with Cabinet Secretary

KA/JMacD briefed Board on their meeting with Ms Hyslop on 8 February.

Strategic Planning

JMacD asked that Board consider incorporating a ten year vision and outcomes in the next corporate strategy. This was agreed in principle subject to Board being presented with options for this.

ACTION 5: CEO to prepare options for the Board

Value of Design

GR and MC updated on their paper they tabled in November. It was agreed that this would form part of the April agenda.

ACTION 6 : SR to add this to the April agenda.

Bakehouse Close Space Planning

JMacD reported plans to reorganise Bakehouse Close to make better use of the space and agreed to keep the Board updated.

Evaluation Reporting

JMacD confirmed that a programme for evaluation reporting of each project is being prepared and will be circulated to the Board.

ACTION 7: CEO to circulate reporting programme to Board

Chair/CEO/Board Diaries

As many items are reported after events it was agreed that future diary updates will be collated and then circulated in the form of a briefing.

GR updated that he met recently with Craig McLaren of RTPPI who felt it would be good to convene with all the professions again.

ACTION 8 : SR to add this to the March agenda.

The Meeting closed at 4.40 pm.

Signed:

Karen Anderson, Chair

Date