

Architecture & Design Scotland

Ailtearachd is Dealbhadh na h-Alba

ARCHITECTURE & DESIGN SCOTLAND

MINUTES OF STRATEGY MEETING

Bakehouse Close, Canongate, Edinburgh

1.00 pm on Monday 19 March 2018

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

Staff : Jim MacDonald, Chief Executive (JMacD), Lynne Lineen (LL), Diarmaid Lawlor (DL), Heather Chapple (HC), Sue Reynolds (SR), Andrea Hepburn (AH - Minutes), Anja Ekelof (AE) (Item 4)

1 APOLOGIES

Apologies were received from Andy Burrell & Johnny Hughes.

2 2018/19 MEETINGS CYCLE

The proposed schedule of meetings for 2018/19 first tabled at the February Meeting was represented for a decision. Following discussion, the schedule was agreed subject to identifying new dates for the Audit Committee. It was further agreed that SE will liaise with Audit Committee members to identify alternative dates.

It was noted that two new Board Members should be in place for the June meeting and that the new Chair should be invited to the September meeting.

ACTION 1: SE to propose new dates for Audit Committee meetings.

ACTION 2: JMcD to ensure meeting schedule is updated and recirculated.

ACTION 3: JMcD to confirm the quorum required for Board meetings.

3 BOARD ADVOCACY/AMBASSADORIAL ROLES

KA introduced the item and invited views from members on the accompanying paper and the support required to implement it. SB requested that the Board presentation is updated – it was agreed that this should be more image based and a factsheet based on evaluation/performance reports be developed.

Events and opportunities could be identified and any approaches made to Board Members could be co-ordinated centrally to allow support to be offered. Media training was also highlighted as a useful tool.

It is particularly important that we follow through these events and share information from them.

ACTION 4: The presentation for Board Members use to be updated.

4 BOARD WORKING GROUPS

JMacD made a presentation reminding everyone of our four focus areas and how the projects align under these. Board and Management Team were split into three groups to discuss how we can best use the Board to support our themes.

Following discussion ideas for outreach days were listed and split into areas. The ideas will be captured, processed and arranged as to what this might look like prior to feeding back.

ACTION 5: Discussion ideas to be arranged into what this might look like and fed back to Board Members.

5 ACCOMMODATION

The updated paper on our accommodation needs was tabled – the basic principles in this are the same as the previous review and we will prepare costings for the options and get it ready to go to the Minister - hopefully to have a decision prior to the summer recess.

Discussion took place and the Board supported our preferred option – JMacD also advised that we have strong support from our sponsor division for this option.

It was suggested that we include more reference to customer benefits with keeping the status quo in our submission along with the costs of the various options including reference to employment costs (relocation expenses). We should provide a baseline cost to compare the various options.

ACTION 6: Recirculate the accommodation submission to Board once updated.

6 ANY OTHER BUSINESS

Value of Design

MC updated on the progress since putting the idea of a research project focussing on the Value of Design to the Board last autumn. They have recently had useful discussions with HC and DL along with possible collaborators. It would be good to take real cases and show what 'value of design' means – it's not just about showing what A&DS can do it's using our experience to show what design can do. MC & GR will define the groups of targets and come back at a later date with a more focused proposition.

The Board were happy with the proposal to develop this.

Lobbying Act

SE asked if A&DS are exempt from this Act. An advice note will follow.

ACTION 7: Check A&DS position with the Lobbying Act and circulate advice note thereafter.

Chair/Board Recruitment

JMacD updated that 66 applications were received for the two vacant Board positions. The shortlisting will be done on Wednesday with interviews on 10 & 11 April. The advertisement goes out on 6 April for 4 weeks with a recommendation to the Minister hopefully before the summer recess.

Cabinet Secretary Follow Up

KA has written to the Cabinet Secretary to thank her for the recent meeting and support she has given us, her assistance with a potential meeting with Kevin Stewart and with regard to a development site in Winchburgh.

Dundee Event

SB noted interest in attending an event in Dundee involving school children that DC is involved with.

Cabe/DCfW Update

HC updated the Board on recent meetings/discussions with Cabe & DCfW.

VAT Update

LL updated on recent discussion with HMRC on VAT.

The Meeting closed at 5.15 pm.