

Architecture & Design Scotland

Ailtearachd is Dealbhadh na h-Alba

ARCHITECTURE & DESIGN SCOTLAND

MINUTES OF BOARD MEETING (95)

Online Via MS Teams

10:00 on Thursday 16 May 2024

Present: Ann Allen (AA) Chair, Alistair Scott (AS), Angela Bonney (AB), Bruce Ross (BR), Caroline Parkinson (CP), Daisy Narayanan (DN), Georgiana Varna (GV), Kirsty Macari (KM) & Lynn Wilson (LW)

Staff: Jim MacDonald (JMacD), Sue Reynolds (SRe), Anja Ekelof (AE), Heather Claridge (HC), Andrea Hepburn (AH – Minutes), Steve Malone (SM) & Johnny Cadell (JC)(both Item 8)

Guest: Sandy Robinson (SRo)

Observer: Eilidh Henderson (EH) (part)

Apologies: Sam McCabe (SM)

1. WELCOME & INTRODUCTIONS

AA welcomed everyone to the meeting and wished to record a huge thanks to all the staff involved in the move from Bakehouse Close to Edinburgh Futures Institute.

2. APOLOGIES & DECLARATIONS OF INTEREST

Apologies were received from Sam McCabe.

3. MINUTES OF PREVIOUS MEETINGS AND MATTERS ARISING

The Minutes from the meeting on 18 April 2024 were approved.

All matters arising are up to date.

4. CEO's UPDATE

The CEO's update was NOTED and Board Members felt it was a useful paper and provides a helpful update prior to each meeting.

5. SCOTLAND + VENICE REVIEW - CONFIDENTIAL

JMacD confirmed that following the issue of Board papers, the draft Report was shared with the partners on 14 May and that this will be finalised next month.

Following discussion, Board asked that in reaching a view on the report, officials bear in mind:

- the need for clarity around the purpose of Scotland's presence at the Biennale
- how our involvement aligns with our strategy
- and what the economic and cultural impacts of Venice are.

There was agreement that were the architecture exhibition to continue, A&DS should remain a member of the partnership board, although Board was open to the nature of our role changing.

A further paper will be presented to the June Board addressing these issues and presenting options around our role and risks.

6. DEVELOPING A BOARD RISK APPETITE STATEMENT

SRe advised that the paper is setting the scene for Corporate Infrastructure who will be looking at Governance matters over the coming months. We need to update the Board Risk Appetite Statement Strategy along with the A&DS Risk Strategy.

We are currently trying to get all Board Members and the Accountable Officer signed up to SG's Governance Hub where there will be mandatory modules to be undertaken – one of which will be risk. This will get everyone prepared to bring the Governance issues up to date. Leadership Team will be doing a deep dive into Governance and a paper will be brought back to the September Board Meeting.

The Board discussed this and how we need to exercise our role on behalf of SG and how risk sits within our strategy and the scope to work within this. Risk is considered with all new projects – if there are significant risks involved Board agreement would be required. The question was asked if theoretical risks could be run past the Board and JMacD advised that examples could be rehearsed.

AA advised it would be useful to do this in stages by giving this more time in September and a more detailed debate in October to ensure all Board Members have input.

The value of a short-life working group for this was discussed – although risk is owned by the whole Board it was felt it would be useful to have a working group to accelerate issues.

The Board AGREED to the steps set out in the paper.

7. BUSINESS CONTINUITY PLAN (REVISED)

SRe updated that the move from Bakehouse Close to EFI had prompted an update to the Business Continuity Plan. Cyber security is high risk and SRe advised that we have no on site terminals and everyone has a Microsoft 365 Enterprise license which provides cyber security. If budgets allow we plan on updating cyber security training with staff later this year and can include Board in this. We are meeting with EFI next week to tie our Business Continuity Plan in with their plans.

It was noted that we are no longer in a pandemic state and it was felt that the IT element was more important than this. SRe will catch up with KM over the wording of this.

ACTION 1: SRe to look at the wording of Business Continuity Plan and catch up with KM over this.

It was also noted that there is a distinction between Business Continuity and Incident Management and the way they are managed.

8. TOWN CENTRE LIVING ACTIVITY PRESENTATION

HC updated the Board on this activity and SM and JC joined the meeting to deliver a presentation on the Town Centre Living work over the last 10 years - during this time we've published Caring Places and Carbon Conscious Places, NPF4 has come in and there have been a lot of policy drivers supporting this work.

In conjunction with Scotland's Towns Partnership, Scottish Futures Trust and Scottish Land Commission we recently delivered 5 roadshows in Inverness, Paisley, Perth, Falkirk and one online. These were well attended with 81% of councils represented and 27 case studies discussed. We have we also actively engaged with stakeholders through a session with the Place and Wellbeing Alliance and also hosted a LinkedIn Live Place Conversation.

Key findings from these events have emerged and we will use these to disseminate these to our key stakeholders; deepen our understanding of the role of design in projects and investigate opportunities for net zero.

Footfall in town centres is down and it is predominantly young adults and the aging population in the centres as families are struggling with affordable living. We need to look at how we can appeal to a more diverse group.

The team were asked if they had done any policy mapping on this and could it be linked in with research and data work business schools do? Some mapping has been done but not with wider connections which we could take as the next steps and we would want to factor in the data side to this.

The presentation was well received and the Board applauded the great work done and cannot wait to see how the next 10 years pan out.

9. VALUE OF DESIGN CAMPAIGN UPDATE

AE updated the Board on the Value of Design campaign which we will trial throughout June-September this year to raise our profile to key audiences, including the wider public and decision makers. The delivery of this multi-channel campaign is one of the key activities for the Outreach team over the next few years.

We will use the initial campaign on the Value of Design to see what approaches work, and in which media. We held a workshop with staff to identify relevant projects that can illustrate the value of design and a campaign approach allows us to measure impact of our communication and allows us to concentrate our messaging on key themes.

The aim is to launch the campaign in mid-June with a series of examples in a variety of formats – social media; blogs and articles; press releases and contributions to key events. Staff and Board will be asked to share these.

Staff videos are currently being recorded and Board Members will be asked to talk about the Value of Design on camera when they are at EFI in June to be used in later stages of the campaign. We also aim to obtain contributions from other key stakeholders.

The Board NOTED the project and look forward to engaging with the team on this.

10. ANY OTHER BUSINESS

June Meeting

JMacD updated that the session AB was due to deliver to the June meeting has been postponed to a later date. SRO will be available to update on the Policy Delivery Review and IG will be available to update on his role while seconded from SG.

The June Board is an all-day event and more details will be provided in due course.

Daisy Update

DN updated that she is leaving her position at Edinburgh Council to take up a position with the Crown Estate in London. Board Members congratulated her on her new position.

Knowledge Transfer Partnership

LW asked if there was an update on this project. JMacD updated that this is progressing but is not an active project at present.

The Chair wished to thank SRe and JMacD for the papers, HC and AE for their presentations and the Board for helpful and engaging discussions.

Date of next meeting – all day meeting Wednesday 26 June at Edinburgh Futures Institute.

The meeting closed at 12.30 pm.

A handwritten signature in cursive script, appearing to read 'Ann Allen'.

Signed:

Ann Allen, Chair

Date: 26 June 2024