

Meeting:	Advisory Board
Date:	08/12/2021
Time:	10 am – 1 pm
Venue:	Microsoft Teams



1	Welcome and apologies		10:00
2	Previous meeting <ul style="list-style-type: none"> <li>• Minute – 6 October 2021</li> <li>• Action log</li> </ul>		10:05
3	Declarations or conflicts of interest		10:10
<b>Substantive items for discussion</b>			
4	Chair's update <ul style="list-style-type: none"> <li>• Reform</li> <li>• SAC update</li> <li>• Return to Offices</li> </ul>	Chair	10:15
5	Regional Directorate Presentation 5.1 Accompanying paper	Paul Fleming and Alan Britton	10:30
6	NIF National Work Presentation 6.1 Accompanying paper	Carol Copstick	10:50
7	Procurement Annual Report (2020 – 2021) 7.1 Cover paper 7.2 Annual report 7.3 Annex A	Gillian Hamilton	11:10
8	Transformation Programme 8.1 Gateway review update 8.2 Risk register	Peter McBride	11:30
9	Management Information 9.1 Quarter 2 report	Craig Clement	11:50
<b>For awareness (comments by exception)</b>			
10	Audit and Risk Committee 10.1 Chair's report	John Fyffe	12:10
11	Finance Report (as at 31 <sup>st</sup> October 2021) 11.1 Report 11.2 Annex 1 – Expenditure summary report 11.3 Annex 2 – Graphical representation	Gillian Howells	12:20
12	Education Scotland Risk Register & Heat maps 12.1 Risk report 12.2 Risk register 12.3 Heatmap	Roslyn McCracken	12:30
<b>Any other business</b>			
14	Any Other Business		12:40
15	Corporate communications <ul style="list-style-type: none"> <li>• Are there any key messages from the meeting to convey to staff?</li> </ul>		
16	Next meeting is on 19 January 2022, 10 am – 1 pm, Hybrid.		