

Meeting	Advisory Board
Date	12.12.18
Time	13:00-16:00
Venue	Boardroom, Optima

Minute of Board meeting

Present

Gayle Gorman	Linn Phipps
Euan Couperwhite	John Fyffe
Moi Ali	

1. Welcome and Apologies

1.1 The Chair welcomed everyone to the meeting and noted that the Executive team had been excused from the meeting, by the chair, to manage a priority task.

1.2 Apologies were noted from Alan Armstrong, Gillian Hamilton, Janie McManus, Brian Taylor, Maria Walker, Maureen Hamilton, Mike Ewart and Steven Ross.

1.3 One of the Non – Executive Board Members from SAAS joined us briefly to shadow the meeting, but as ET were not present it was recommended that she join a later meeting.

2. Minute and Action log

2.1 The accuracy of the minute was reviewed and it was asked that the reasoning for LP and SR absence be added in to the minute. 'As this additional meeting was arranged at short notice'.

2.2 Closed **Action AB12/18-19** was reopened to for feedback on Chair's ARC report.

2.3 It was agreed that Minutes should be circulated in order i.e. the minutes of additional sessions should be circulated at the next meeting.

3. Declarations or conflicts of interest

3.1 No declarations or conflicts of interest were noted.

4. Chair's update

4.1 The chair shared that the she had been busy with SG budget alignment and has made progress on minimising the number of in year transfers by having more included in the base budget e.g. SCEL budget should be in our core budget.

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4.2 Organising to deliver structure to be finalised and shared with staff by Friday 14 December. The Chair thanked staff for their feedback on OtD.

4.3 The Chair noted that progress on the development of regional approaches and shared that the pilot testing had gone well.

4.4 A brief update was given on the closure of Butterstone School.

5. Strategic Director Hot Topics

5.1 NA.

6. Organising to Deliver

6.1 It was noted that more than 50% of staff attended the Animate sessions on OtD and this returned 17 very clear recommendations from Animate. Additional funding is required to follow through on all recommendations.

6.2 The non-executive board members voiced their disappointment that they were not invited to these sessions, despite their request to be involved.

6.3 ET's response to the recommendations has been available to staff from 6 December along with the dates for 'next steps'.

7. Corporate Plan

7.1 The latest version of the Corporate Plan was shared with board members. Along with a cover paper summarising the most recent changes.

7.2 It was confirmed that progress should be measured by KPIs of which top level KPIs had already gone to ARC for approval.

7.3 It was suggested that progress against KPIs go to ARC/AB for scrutinising.

7.4 It was clarified that ET will scrutinise performance/KPIs and discuss how ARC/AB can give added value to this process.

7.5 Referring to section 7 in the corporate plan, it was advised that more realistic timelines should be given i.e. 'first quarter' rather than Jan 2019.

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8. ARC Chair's Update

8.1 A formal update was provided from ARC and feedback was requested regarding the format of the paper.

8.2 It was suggested that only key messages should be captured and possible provided in a table rather than a format that reflects a minute of a meeting.

AB 30/ 18-19: Any recommendations for ARC Chair's update to be sent to LP directly.

9. Finance

9.1 A brief finance update was presented by Brian Taylor.

9.2 It was noted that questions around financial assurance had been shared with Brian Taylor, of which the Head of finance was taking forward a response.

9.3 It was requested that an example be sent to illustrate and to go into more detail on each area and how the forecasts have been intelligently formed.

10. People Survey

10.1 An update was given around the people survey results. It was noted that the results, although disappointing, were an improvement on the year before. This was unexpected as the survey was issued the same week as Organising to Deliver.

10.2 It was noted that improvement has been seen in areas such as leadership and change management.

Erin Middlemass
Governance Officer
25/02/19