

SB(17-18)5 Minutes

SAAS Board

Date of Meeting	Wednesday 14 February 2018
Time	10:00 – 12:30
Location	Boardroom, G Spur, Saughton House

Attendees

Present

- Paul Lowe, Chief Executive (Chair) (PL)
- Keith Jenkinson, Director of Corporate Services (KJ)
- Edward McGrachan, Non-Executive Board Member (EM)
- Lauren McNamara, Director of Policy, Engagement and Change (LM)
- Kathy Patterson, Non-Executive Board Member (KP)
- Audrey Shimmons, Director of Finance (AS)
- Janet Unsworth, Non-Executive Board Member (JU)
- Anne Ward, Director of Operations (AW)

In Attendance

- Fiona Lodge, Business Support Manager (minutes) (FL)

1. Welcome

1.1. The Chair welcomed the group and it was noted there were no apologies.

2. Minutes of previous meeting and matters arising

SB(17-18)5-1

2.1. The minutes of the previous meeting were approved.

3. Update on action points

SB(17-18)5-2

3.1. The actions were reviewed and updated – see Annex.

4. Chief Executive Update

4.1. There was discussion regarding the NMSB overpayments. It was noted that SAAS had collaborated closely with partners and stakeholders. An update on recovery progress would be provided at the next Board meeting.

AP	Audrey Shimmons	To provide an update on the recovery progress for the NMSB overpayments.	18/04/18
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5. Audit and Risk Assurance Committee Update

- 5.1. It was noted that SAAS IT would give a presentation on cyber security at the next ARAC meeting and it was suggested that the Board would benefit from seeing the presentation as well.
- 5.2. The internal audit on the SFD project was completed and the budget monitoring audit was at draft stage. Complaints and Appeals would be internally audited in the next session. EM would meet Sharon Fairweather, Director of Internal Audit the following day.
- 5.3. The external auditors gave positive feedback on the 2016-17 audit. It was noted that Gareth Kelly was replaced with Jo Brown as the SAAS External Auditor.
- 5.4. EM attended a Scottish Government (SG) Finance seminar which was going to be repeated later in 2018 and attendance of other Board members was discussed.

6. Portfolio Management Committee Update

- 6.1. A clearer view of projects was emerging including some work that could be undertaken as business as usual as opposed to a formal project. The systems and infrastructure review was expected to unearth a mix of projects and business as usual.
- 6.2. SAAS had welcomed a new C1 Head of Portfolio. It was noted that the Portfolio Management Committee ownership was improving the structure of project management. There was discussion regarding the priorities and work streams of the PMC and how these could be presented to the Board.

AP	Lauren McNamara	To discuss with Janet Unsworth how best to provide an update on the PMC priorities and work streams to future Board meetings.	30/03/18
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- 6.3. The maturity of PMC was raised and it was considered that although improvements could be made in expected or realised costs or benefits, the Committee was developing well. In particular it was noted that there were clear escalation procedures in the terms of reference.

7. Advisory Committee Update

SB(17-18)5-3

- 7.1. It was highlighted that the Advisory Committee had had two meetings since the last Board meeting. Budgets had been discussed and were considered to be performing satisfactorily.
- 7.2. It was noted that partner agencies were aware of the impact of policy changes on SAAS. It was highlighted that communications with partner agencies was greatly increased.
- 7.3. It was noted that corporate risks relevant to partner agencies were being shared and discussed at the Advisory Committee.
- 7.4. It was noted by the Advisory Committee chair that KPIs would be considered internally by the SAAS Board initially and that the Advisory Committee would consider any changes that might affect partners.
- 7.5. It was highlighted that a review of the Advisory Committee was to be undertaken given the Committee was well established.

AP	Chair	To report to the Board and the Advisory Committee in due course.	21/03/18
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- 7.6. There was discussion regarding longer term financial planning and the difficulty of this given the annual budget cycle was acknowledged. It was considered that scenario planning for internal use could be undertaken up to 2019-20, in alignment with the annual budget cycle. It was noted that scenario planning could be linked to the Corporate Plan and Portfolio Management Committee.

AP	Audrey Shimmons	To update the Board at the next meeting with a 2019-20 financial scenario plan.	21/03/18
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8. SAAS Finance Update

SB(17-18)5-4; SB(17-18)5-5

- 8.1. AS talked to the Finance Report and Spring budget revision were noted.
- 8.2. The 2018-19 Agency budget had not been formalised by SG but would remain largely similar to the 2017-18 budget.
- 8.3. There was discussion regarding funding allocated for the Student Support Review. It was noted that work was on-going with HES to analyse the report recommendations.

9. Student Support Review Update

- 9.1. It was noted that an update paper would be produced for the next Board meeting. It was highlighted that SAAS were closely involved in the Review.

AP	Lauren McNamara	To table a Student Support Review update paper at the next Board meeting.	21/03/18
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10. Corporate Plan

SB(17-18)5-6; SB(17-18)5-7

10.1. The third quarter update paper was noted. The approach to the format of the following years' Corporate Plan Objectives was raised and it was considered that a broader approach would enable improved flexibility. It was highlighted that a collaborative element, including the Student Support Review, would be included in Strategic Goal 5: Our Partners.

10.2. Staff development was discussed and it was noted that there was to be an increased focus on training for all staff, including A band staff.

AP	All	Any comments on the 2018-19 Corporate Plan Objectives to be supplied to Anne Ward.	16/02/18
AP	Anne Ward	To provide an update on the 2018-19 Corporate Plan Objectives at the next Board meeting.	21/03/18

11. Balanced Scorecard Q3 Report

SB(17-18)5-8

11.1. All measurements, including KPIs, embedded in the Corporate programme were to be considered and reviewed. Gail Duncan would facilitate this.

11.2. There was discussion regarding the use of CIFAS data and it was considered that the benefits for SAAS would be best assessed after a year of use.

12. HR 2017-18 Q3 Report

SB(17-18)5-9

12.1. The HR paper was noted and endorsed.

12.2. There was discussion regarding the sickness absence figures and actions SAAS were taking to reduce this. Further analysis of the figures in relation to demographics was underway. It was noted that SG were increasing access for SAAS HR to the absence reporting system.

13. GDPR Update

13.1. Data sharing agreements were raised and it was noted that the timeline to have agreements in place could be challenging. It was noted that SAAS were on track to be compliant with the new regulations.

AP	Kathy Patterson	To provide any feedback from the Further Education sector on GDPR compliance.	18/04/18
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14. Commission on Widening Access Update

SB(17-18)5-10

- 14.1. The Care Experienced Bursary was progressing well. Collaboration with HES was to be undertaken for a Ministerial event and to identify improvements. It was noted that a dedicated processing team ensured applications were dealt with sensitively and promptly.
- 14.2. It was highlighted that funding awareness visits to schools and other events had increased and it was considered that the KPI would require recalibration to provide an accurate measure of success. It was noted that the Director of Advanced Learning and Science had asked for increased funding awareness visibility in employment and benefit hubs.
- 14.3. It was considered that feedback from students had highlighted areas where policy revision may be required.

15. Any other business

SB(17-18)5-11

- 15.1. The SAAS National Stakeholder Conference was raised and it was noted that this years' theme was 'collaboration for success'. Preparation was progressing well and attendance was confirmed from the Year of the Young Person ambassadors and HES.
- 15.2. It was noted that Corporate Committees should commence at 10:30.
- 15.3. There was no additional business.

Date of next meeting: Wednesday 18 April 2018

Fiona Lodge

March 2018

Annex – Action points reviewed at meeting

Reference	Date raised	Theme	Action point	Action officer	Updates
1718-18	26/07/17	Self Assessment	To issue self-assessment forms for all of the SAAS Boards and Committees that haven't yet undertaken this process in 2017-18	Nic Krzyzanowski	On-going Prototype being reviewed by Executive Team, questions, approach and suggested timeline to be circulated to Non-Exec Board Members by correspondence.
1718-20	27/09/17	Portfolio Management Committee	PMC Terms of Reference to be updated and brought back to a future SAAS Board for review.	Paul Lowe	On-going To be circulated to Board attendees by correspondence.
1718-21	27/09/17		To supply the ITIL Gap Analysis report to Board members by correspondence for comment and then discussion at the following Board meeting.	Keith Jenkinson	On-going To be circulated to Board attendees by correspondence.
1718-22	27/09/17	Business Continuity	To bring a 2018-19 Q1 report to the Board on Business Continuity.	Keith Jenkinson	Planned Not due until May 2018.