

SB(18-19)6 Minutes

SAAS Board

Date of Meeting	Tuesday 26 March 2019
Time	10:30 – 13:00
Location	Boardroom, G Spur, Saughton House

Attendees

Present

- David Robb, SAAS Chief Executive (DR) (Chair)
- Lauren McNamara, SAAS Director of Strategy and Innovation (LMcN)
- Laura McCluskey, SAAS Interim Director of Operations (LMc)
- Anne Ward, SAAS Interim Director of Corporate Services (AW)
- Ed McGrachan, Non-Executive Board Member (EM)
- Kathy Patterson, Non-Executive Board Member (KP)
- Jane Handley, Non-Executive Board Member (JH)

In Attendance

- Yasmin Ali, SAAS Head of Governance and Business Support (YA)
- Ashleigh Muldoon, SAAS Business Support Manager (AM) (Minutes)
- Adam Savage, SAAS Project Manager (AS)
- Paul Dymock, SAAS Head of Innovation (PD)
- Lyn Gellatly, SAAS Head of Portfolio Management and Change (LG)
- Evelyn Aitken, SAAS Acting Director of Finance (EA) (Observing)
- Luke Driscoll, SAAS Caseworker (LD) (Observing)
- Rachel Olivari, SAAS Caseworker (RO) (Observing)

Apologies

- Janet Unsworth, Non-Executive Board Member (JU)

1. Welcome

- 1.1. The Chair welcomed the group and apologies were noted.
- 1.2. A warm welcome was extended to LD and RO who were in attendance as SAAS staff observers.
- 1.3. It was noted that EA would be joining the Agency on 23 April for a six month period as Acting Director of Finance and was in attendance as an observer
- 1.4. It was noted that there were no conflicts of interests.

2. Minutes of previous meeting and matters arising

SB(18-19)6-1

- 2.1. The minutes of the previous meeting were approved.
- 2.2. It was noted that a joint Board and Strategic Overview Committee meeting had taken place in January 2019.

3. Update on action points SB(18-19)6-2

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

AP	Secretariat	To recirculate the email issued to NEBMs on 28/11/18 that contained a link to the Digital First Standard to all NEBMs	28/03/19
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4. Audit and Risk Assurance Committee Update

- 4.1. EM provided a summary of the SAAS Audit and Risk Assurance Committee (ARAC) meeting of 13 February 2019. It was noted that the NEBMs participated in a conference call with Executive Directors and Internal Audit to discuss the Internal Audit plan for 2019-20.
- 4.2. It was noted that the Corporate Risk Register (CRR) had been updated and reviewed by the Executive Team in March, prior to discussion at ARAC in February. Two new risks had been added to the CRR: Brexit and Social Media.
- 4.3. EM advised that the risks pertaining to Brexit included the impact that it may have on the Agency regarding workforce planning.
- 4.4. It was noted that the risk pertaining to Social Media related to third party data handling. Actions required to mitigate this risk included communications between SAAS and customers detailing the roles and responsibilities of data handling.

5. Strategic Overview Committee

- 5.1. KP provided a summary of the Strategic Overview Committee (SOC) meeting of 30 January 2019
- 5.2. KP explained the format of the meeting which was formed of two parts: the first part focused on strategic, high level updates from members and the second part comprised of a workshop which focused on a specific theme predetermined by the Committee. The Big Discussion had been selected as the theme for the SOC meeting of 30 January. KP noted there were excellent contributions from all who attended which added an important external dimension to discussions taking place within the Agency.
- 5.3. There was discussion regarding the role SAAS had in relation to the implementation of the recommendations which arose from the Student Support Review (SSR). It was noted that SOC members had identified the SSR as the theme for the SOC meeting scheduled to take place on 2 May.

5.4. There was discussion regarding the recent launch of the SAAS regional events and NEBMs expressed an interest in attending an event.

5.5.

AP	Lauren McNamara	Lauren McNamara and Kathy Patterson to have a discussion before the next SOC meeting around how the meeting should be structured	02/05/19
AP	Lauren McNamara	Lauren McNamara to provide NEBMs with a list of dates for the SAAS regional events for NEBMs to consider	05/04/19

6. SAAS Quarterly Highlight Report SB(18-189)6-3

6.1. DR introduced the SAAS highlight report which had been devised to share key work, activities and strategic priorities from across the Agency to the Board. DR advised that the aim was to produce one comprehensive, consolidated report which encompassed all of the information contained in quarter reports which were previously presented to the Board individually to enable a more strategically focused discussion. Feedback was sought from members.

6.2. There was discussion around the level of detail included in the report.

6.3. LMc noted that the consolidated report aligned to the Agency’s business cycle and was designed to report on key information at appropriate junctures. It was therefore noted a more detailed reporting on Fraud would be included in the next highlight report.

6.4. It was agreed that the report was comprehensive and the annexes which were included were a positive addition.

6.5. DR noted the Minister for Further Education, Higher Education and Science had participated in a ministerial debate on 20 March which was available to view online NEBMs were encouraged to review.

AP	Secretariat	To circulate a link to the debate the Minister for Further Education, Higher Education and Science participated in on 20/03/19 to all NEBMs	28/03/19
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6.6. There was discussion around the review undertaken by Robert Gordon which examined the Agency’s strategic leadership and governance arrangements.. DR acknowledged that there were many valid points made in the review and a number of changes arising from the recommendations had already been implemented. EM advised that he would like to discuss the review further and it was suggested that it should be added to a future Board agenda.

AP	Secretariat	To add to September’s agenda, an item to discuss the SAAS review	28/03/19
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7. Educational Psychology Prototype

- 7.1. AS attended to provide a demonstration of the new Educational Psychology application system. AS advised that the scheme was well publicised and institutions involved had been actively raising awareness of the scheme.
- 7.2. It was noted that the scheme would be implemented for the 2019-20 session .
- 7.3. It was noted that SAAS was working collaboratively with the Learning Directorate to deliver this project.
- 7.4. LMcN advised that the scheme required applicants to enter a contractual agreement in the form of a bonding commitment. It was noted that this was a positive collaboration which provided a catalyst for the Agency to engage in similar opportunities in the future.

8. Innovation Update

- 8.1. PD provided an update to the Board regarding recent work driven by the Innovation team. It was noted the team had recently developed a proof of concept and would continue to progress this phase. The proof of concept had emphasised the possibility to use distributed ledger technology. PD highlighted some of the possible positive outcomes of using a distributed ledger.
- 8.2. The next steps of the project were discussed with the group which included exploring the Proof of Concept with users to gather feedback.
- 8.3. It was noted that the feedback and engagement with staff around this project had been positive to date.

9. Corporate Plan

- 9.1. LG updated the Board on the progress made with the Corporate Plan. It was noted that the plan was on track to be published by the end of April 2019. LD advised that the plan would be cascaded to Board members prior to the publication.
- 9.2. LG advised that the format and design of the Corporate Plan would remain the same as in previous years, however the cosmetic look of the plan would be different. It was noted that any activity still outstanding from the current year plan would be carried over to the 2019-20 Corporate Plan if they were still deemed to be priorities. Consideration has been given to the language used in the new Corporate Plan.

10. Any Other Business

- 10.1. JH asked the Board if the Non-Executives could be provided with a list of the acronyms used within the Agency.

AP	Secretariat	To circulate a list of the acronyms used by the Agency to NEBMs	28/03/19
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10.2. EM noted that there is a Cyber Security Seminar for Non-Executives being held in Glasgow in April. JH and EM will attend this event.

Date of next meeting: Wednesday 26 June 2019

Annex – Action points reviewed at meeting

Reference	Date raised	Theme	Action point	Action officer	Updates
1819-23	26/03/19	Digital First Standard	To recirculate the email issued to NEBMs on 28/11/18 that contained a link to the Digital First Standard link to all NEBMs.	Secretariat	28/03/19 Email circulated to NEBMs with link
1819-24	26/03/19	Regional Events	Lauren McNamara to provide NEBMs with a list of dates for the SAAS regional events for the NEBMs to consider.	Lauren McNamara	Planned
1819-25	26/03/19	Debate	To circulate a link to the debate the Minister for Further Education, Higher Education and Science participated in on 20/03/19 to all NEBMs.	Secretariat	Email circulated to all NEBMs.
1819-26	26/03/19	SOC	Lauren McNamara and Kathy Patterson to have a discussion before the next SOC meeting around how the meeting should be structured.	Lauren McNamara	Ongoing.
1819-27	26/03/19	Acronyms	To circulate a list of the acronyms used by the Agency to NEBMs	Secretariat	Ongoing.
1819-28	26/03/19	Future Agenda Item	To add to September's agenda, an item to discuss the SAAS review	Secretariat	28/03/19 Added to September agenda.