
MINUTE

Meeting of: Scottish Futures Trust Limited - Board

Date & Time: 26 June 2017, 2pm

Place: 11-15 Thistle Street, Edinburgh, EH2 1DF

Present: Ian Russell, Chair (IR)
Carolyn Dwyer (CD)
Jim Fletcher (JF)
Graeme Bissett (GB)
Fiona Mackenzie (FM)
Ann Faulds (AF)
Graham Watson (GW)
Barry White (BW)
Peter Reekie (PR)

Apologies: none

In attendance: Liz Petrie (LP)
Viv Cockburn (VC) (part meeting)
Tony Rose (TR) (part meeting)
James King (JK) (part meeting)

1a APOLOGIES AND REGISTER OF DIRECTORS' INTERESTS

There were no apologies and no new interests were declared. IR welcomed AF and GW to their first meeting.

1b DISCUSSION

PR provided an overview of fire safety assurance activity across SFT-managed programmes following the Grenfell Tower fire whilst noting that the Company is not directly responsible for managing and maintaining buildings. The Board asked the Executive Directors to consider how assurance is provided to the Board on compliance and report back to the next meeting.

BW/PR to consider governance and assurance in relation to Health and Safety compliance across the Company's programmes and report to meeting in August 2017.

Further discussion centred on economic activity, impact of the UK election on infrastructure investment and low carbon energy in Scotland. VC highlighted recent responses submitted to consultations on Scottish Government's energy-related draft strategies and outlined the Company's low carbon work stream's role and activities.

2 MINUTE OF PREVIOUS MEETING AND MATTERS ARISING

The minute of the meeting of the Board of Directors of 08 May 2017 was agreed as being a correct record.

3 ACTION TRACKER

The actions were reviewed and timescales for ongoing actions noted and agreed.

4 CHIEF EXECUTIVE'S REPORT

4a Business overview

The Board noted the business overview. BW highlighted that as requested by the Board the car allowance scheme was being refined to encourage the use of lower emission vehicles. As a result the current car allowance will be frozen and a low emission car allowance for vehicles exceeding 50mpg and under 120 g/km of CO2 will be introduced. It is proposed that at each annual review the current car allowance will remain the same, whereas the low emission car allowance will be considered for an annual increment.

[REDACTED]

[REDACTED]

4b Progress against business plan objectives 2017-18

The Board noted and discussed the report detailing performance against all 2017-18 business plan objectives including a listing of objectives contributing to each corporate objective. BW advised that at this early stage in the financial year all objectives are on track to be achieved. BW highlighted a number of objectives where progress may be slower than initially envisaged or where barriers to progress have been identified and steps are being taken to overcome issues. Discussion took place on a number of objectives.

It was noted that the Company has reassigned a Senior Associate Director resource to lead SFT's role in delivery support for the Early Years Programme. Within the schools programme PR highlighted the success of work on Inspiring Learning Spaces.

The Board was advised that SFT had considered the options for alternative revenue funded structures for infrastructure investment and the adoption of any future approach will be considered by Scottish Government alongside the use of capital budget and borrowing powers.

The Board discussed the impact of the community right to buy in relation to the disposal of key public sector sites.

4c Communications Report

The report on recent and planned communications activity was noted.

It was highlighted that following the tender process carried out in May the Big Partnership has been appointed to provide strategic communications support. PR confirmed that with this appointment the recent review of crisis management will be formalised.

PR to complete review of crisis management plan.

5 FINANCE REPORT

The Board noted the report summarising the financial position for the two months to 31 May 2017 and an update on the Company's revenue budget receivable from Scottish Government.

It was noted that in line with other public bodies SFT has provided details on the impact on the Company's activities against scenarios of cuts to future years' budgets.

It was noted that there is a current underspend of £0.3m. The underspend was partly attributed to the phasing of expenditure across the year with the forecast expenditure being divided equally across the twelve months of the financial year while costs are not evenly incurred. GB suggested that consideration be given to reviewing the budget profile adopted for future years.

VC to consider alternative budget profiles for 2018/19.

6 REPORT FROM CHAIR OF THE GROUP AUDIT COMMITTEE

GB reported on the meeting of the Group Audit Committee that had taken place prior to the Board meeting, highlighting the following:

The Committee had reviewed the Scott Moncrieff internal audit report on policies and procedures for financial controls, procurement and travel and subsistence and was satisfied that there were no areas for concern.

The Committee had reviewed options for drafting the "Financial Review and Results" component of the Strategic Report which will be included within SFT's Financial Statements and made recommendations, requesting that a full draft narrative be provided in advance of the Committee meeting in August.

The Committee had noted the approach to validation of the benefit estimation for 2016/17.

VC left the meeting. TR and JK joined the meeting.

7 BENEFITS REPORTING 2016-17

TR gave a presentation on the reporting of benefits for 2016-17. The Board noted that the estimated figure for the year lies within the targeted range of £100m - £150m and noted the profile of benefit estimates for previous and future years.

The Board noted the distribution of benefits by work stream and TR explained the more significant variances in comparison to the year 2015-16.

The Board noted that the external validation process for the calculation would be undertaken in July and noted that it is proposed that the benefits be published within the Annual Report and will include the wider impacts of the Company's work. A further report will be provided, as already scheduled, to the August Board meeting.

TR and JK left the meeting.

8 CORPORATE UPDATE

8a Health and Safety

The Board noted the report on Health and Safety matters since the last update to the Board in June 2016 incorporating an overview of staff Health and Safety and well-being both in and outwith the office.

8b Freedom of Information

The Board noted the report summarising freedom of information requests received in the past year. The Board recognised the impact of the work generated by requests on staff resource.

8c Board Strategy Day

The arrangements for the Board strategy day in August were noted and adjustment to the timing of the August Board agreed.

9 ANY OTHER BUSINESS

There was no other business.