
MINUTES

Meeting of: Scottish Futures Trust Board

Date & Time: 25th January 2011 at 2:30pm

Place: SFT Boardroom, 11-15 Thistle Street, Edinburgh

Attendees: Sir Angus Grossart - Chair (AG)
Graeme Bissett (GB)
Carolyn Dwyer (CD)
Cllr Jim Fletcher (JF)
Fiona Mackenzie (FM)
Barry White (BW)
Peter Reekie (PR)
Kevin O'Hare – in attendance at 3pm

Apologies: None

The Chairman welcomed all to the meeting and welcomed Carolyn Dwyer to the SFT Board.

Declaration of Interests

PR advised the Board of a change to the Companies Act stipulating that directors must avoid situational conflicts. It is proposed that the Register of Interests be used as the declaration by Directors of any situational conflicts for both SFT and SFTI. The current Register of Interests will be circulated prior to the next Board meeting for Board members to review and advise of any amendments or additions. An updated version of the Register will be noted at the next Board meeting. CD was asked to fill in a declaration of interests to be authorised by the Board at the next Board meeting.

Action: BW to circulate current register.

Action: Board members to review and notify BW of any amendments and/or additions.

Action: CD to complete register.

1. Minutes of the previous meeting

The minutes of the 15th November 2010 meeting were approved.

2. Board Appointments

PR advised the Board of the procedure for appointment to the Board by ordinary resolution of the Company. This has been requested from the Scottish Government as SFT's sole shareholder. Once paperwork has been completed by SG the Board can then accept Colin Maclean's resignation and note Carolyn Dwyer's appointment.

3. Chairman's Report

The Chairman reported that he and the Chief Executive have been in regular contact since the previous Board meeting and that he has had a good level of positive engagement with the public sector, including meetings with John Swinney and Sir Peter Housden. A meeting between Mr Swinney and all of the SFT Board members is currently being organised. The Chairman also discussed his contact with the media. Reference was made to the article published earlier in the month regarding SFT expenses on which the Chairman reported that he received positive comments.

4. Chief Executive's Report

a) Communications

Kevin O'Hare joined the meeting and reported that much progress had been made in terms of communications since he last met with the Board. It was noted that there has been an increase in the level of positive engagement with MSPs and that parliamentary questions have been fewer in recent months. The SFT Benefits Statement and work commencing on site were highlighted as having contributed significantly to this progress. The Chairman asked that an updated version of the Just the Facts document be produced.

Action: KO

Some discussion followed about the significant merits of the savings and benefits work conducted by SFT. The Chairman asked that 2010/11 savings and benefits figures be made available as soon as possible after the year end.

Action: PR

b) NHT

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED] BW spoke about the excellent work of the NHT team and expressed his wish to see this turned into tangible output as soon as possible. The Chairman echoed this sentiment and asked that BW produce a paper regarding NHT progress which he can discuss with John Swinney at their next meeting.

Action: BW

c) Christie Commission

SFT are currently working on a paper to be submitted to the Christie Commission at the end of January. Subjects covered by the paper will include prioritisation, joint working, collaboration, project governance, project assurance, risk, contingency, optimism bias and asset management. It was intended that the Chairman and the Chief Executive would give evidence. BW invited Board members to feed into the paper anything that they consider should be raised.

d) NPD

SFT's work on the NPD programme announced in November was discussed with PR reporting that the Finance team had been expanded in order to give greater focus to this work. The importance of having a robust overview of governance on the projects

included in the programme was highlighted. SFT are working with each sector involved with the aim of establishing a clear overall programme. BW spoke of the need to advance quickly with projects and create momentum. The Chairman asked that resourcing be considered and that this be discussed at the next Board meeting.

e) Prioritisation

The Board discussed the Infrastructure Australia paper circulated after the last Board meeting. The importance of and challenges in successful prioritisation were discussed.

5. Business Plan

BW presented to the Board on the subject of the Business Plan 2011/2012 which is currently being developed. Particular reference was made to the importance of the work SFT is carrying out with regard to waste treatment infrastructure. The follow-up work which SFT has undertaken in response to both the IBR recommendations and budget announcement will be detailed in the plan. It was also noted that the subjects of asset management and contingency and risk will be expanded on in the Business Plan.

Action: BW to arrange for Alastair Young to join future Board meeting to discuss waste treatment.

6. Budget & Finance

PR gave an update and talked through the finance report. Costs continue to run under the revised budget with an under-spend of £2.6m likely at year end. The Board noted the increased monthly expenditure following recent recruitment and the likely out-turn position. Some uncertainty in out-turn remains, particularly in relation to advisory expenditure and the Board authorised BW and PR to discuss this with the Scottish Government as soon as possible.

7. Any Other Business

There being no further business, the meeting was closed.

8. Date of next Meeting

7 March 2010 (2.15pm)

Meeting Dates for 2011

All meetings start at 2.30pm unless otherwise stated:

25th January	7th March 2.15pm	4th May	27th June 3.30pm
15th August	3rd October 10.30am	5th December	