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## MINUTES

Meeting of: Scottish Futures Trust Board

Date & Time: 10.00am 20<sup>th</sup> May 2009

Place: 48 Queen Street, Edinburgh

Attendees: Sir Angus Grossart - Chair (AG)  
Fiona Mackenzie (FM)  
Graeme Bissett (GB)  
Cllr Jim Fletcher (JF)  
Barry White (BW)  
Peter Reekie – in attendance (PR)

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**Apologies** Colin Maclean

### 1. Minutes of the previous meeting

The Board accepted the minutes of the meetings on 25<sup>th</sup> February and 8<sup>th</sup> April as a true and fair record of the meetings.

### 2. Introduction and declaration of interests

The Chairman introduced the meeting and welcomed Barry White to the Board.

The following declarations of actual or potential conflicts of interest in relation to matters on the agenda were made:

- JF declared an interest as leader of East Renfrewshire council in the schools project;
- AG declared a minority interest in development land in Leith which may be affected by the TIF project;
- PR declared an interest in TIF as an employee of PricewaterhouseCoopers which has an advisory role with City of Edinburgh Council.

### 3. Report by the Chairman

The Chairman reported a positive meeting with Mr Swinney on schools with the Chief Executives of the three Local Authorities with which SFT is undertaking pilot project planning. The Chairman had also met with Stella Manzie, Scottish Government Director General of Finance and Corporate Services who had been very supportive of SFT's agenda. Following that meeting, further work was required to progress the SFT's Management Statement and Financial Memorandum. Mr James Stewart, the Chief Executive of

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Partnerships UK had offered to attend the Board if that would be useful. The Board noted this offer and would extend an invitation to a future Board meeting if there was a particular need.

The Chairman commented on the meeting which the board had with John Swinney on 14 May and on the planned meeting of the Minister with CBI which he and BW would attend.

#### 4. Priorities – updates

The Board received updates from the Chief Executive on the priority programmes. With respect to the hub programme, the Board noted that BW would take over executive control and that GB would continue as Programme Board Chair. Good progress has been made and a procurement in the SE pathfinder territory should be launched imminently with Board members to be updated prior to the next meeting if required. A note following the meeting with Mr Swinney on the schools project would be circulated to Board members. There was no update to report on the water sector. BW reported that he was considering options for engagement in the waste sector and had met with Kim Fellowes of Scottish Government to discuss. BW and PR had met with Mr Swinney and City of Edinburgh Council to discuss their TIF pilot project. CEC had received strong support from Mr Swinney and would further develop their proposals for review by SFT. BW described early discussion with Scottish Government housing directorate on an opportunity in that sector and the Board expressed their support for SFT pursuing an opportunity to add value to that proposition. BW reported his early engagement on seven ongoing projects where SFT would be able to add value in a validation and governance role. He was meeting with the Chief Executives of the relevant sponsoring Bodies and agreeing terms of SFT engagement with their projects. The Board supported the approach being taken by the Chief Executive in all these areas.

#### 5. Organisation Structure and Recruiting

The Chief Executive explained the current interim organisational structure of the executive team and his plans for early recruitment of some more substantive team members. The Board supported these plans. Board member succession was discussed and it was noted that the Chairman's initial one-year term would be up on 10 September 2009 with subsequent expiry of each other board members initial tenure thereafter. Board members requested a paper on the succession / appointment process for the next meeting.

**Action:** BW to prepare a paper on Board succession / appointment for the 22 June Board meeting

#### 6. 08/09 year end and 09/10 budget

PR reported that there was still an outstanding issue in relation to the treatment of VAT in relation to the 08/09 accounts. This was being pursued with SG. Appointment of auditors had been progressed and a recommendation would be made shortly to the Audit Committee.

Board members reviewed the 09/10 budget for inclusion in the Business Plan and requested early consideration of the 10/11 budget requirement. The Board noted that the overall early costs for SFT appeared to be significantly under that predicted in the May 2008 business case and asked for this to be confirmed.

**Action** PR to prepare analysis of set up costs versus business case

**7. Public relations and communication**

Board members expressed the need for further emphasis on proactive communications as SFT's role and current activities are not widely understood. There was agreement on the need for in-house communications expertise and the Board requested that an early draft communications plan be tabled at the next Board meeting.

**Action:** BW to consider resourcing for communications and develop an initial communications plan for 24 June Board meeting

**8. Other business****a. Business Plan**

Board members approved the 09/10 Business plan which had been previously circulated subject to any final comments members may have prior to Monday 25<sup>th</sup> May.

**b. Finance Committee Appearance**

Board members were asked to note that the Chairman and Chief executive are to appear before the Scottish Parliament Finance Committee on 16 June

**c. Board Member Interviews**

It was suggested that any requests from the media to interview or get comments from any Board Member should be referred to the Chief Executive in the first instance.

**Meeting closed at 12:45 pm**

**Date of next Meeting**

22 June 2009 at 10:00

			22 June – 10 am
12 August - 10 am	23 September - 2pm	4 November - 10 am	16 December - 2pm