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## MINUTES

Meeting of: Scottish Futures Trust Board

Date & Time: 3<sup>rd</sup> October 2011 at 10:30am

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

Attendees: Sir Angus Grossart - Chair (AG)  
Graeme Bissett (GB)  
Cllr Jim Fletcher (JF)  
Carolyn Dwyer (CD)  
Barry White (BW)  
Peter Reekie (PR)  
Gemma Gordon (11:00am)  
Grant Robertson (11:00am)  
Tony Rose (11:30am)

Apologies: Fiona Mackenzie (FM)

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### **The Chairman welcomed all to the meeting.**

It was noted that Fiona Mackenzie was unable to attend and that the Chairman would meet with Fiona separately.

#### **1. Minutes of previous meeting**

The minutes of the 18<sup>th</sup> August 2011 meeting were accepted as a true and fair record.

#### **2. Chairman's Report**

The Chairman reported that since the last meeting he and the Chief Executive have been in regular contact. The Chairman further reported that he had met with John Swinney.

The Chairman has had various conversations with the First Minister, Sir Ian Byatt and Robert Chote, the Head of the Office for Budget Responsibility, with regard to SFT which have been very positive.

Discussion took place on the subject of NPD and the SFT Conference on 4 October 2011 which will take the form of an industry day. NPD is one tool that SFT uses and it was agreed that SFT's ecumenical approach remains important.

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### 3. Chief Executive's Report

The Chief Executive advised the Board that since the last board meeting there had been good progress across SFT's activities and invited questions from the Board. The following areas were discussed.

#### a. Borders Rail

The Board discussed the Borders Rail project and the future options for its procurement.

#### b. Schools

Gemma Gordon and Grant Robertson joined the meeting to give an update on the progress made with Scotland's Schools for the Future programme. Of particular note was the success of the collaborative working and common approach taken with the schools pilot projects in Eastwood High School in East Renfrewshire and Lasswade High School in Midlothian. A presentation illustrated how a common approach could still result in unique solutions and also improve value for money. BW noted the significant progress made by the Schools team with over £100million of contracts being signed. The Chairman thanked Gemma and Grant for joining the meeting.

### 4. Broadband

Tony Rose joined the meeting to give an update to the Board on SFT's initial work in this area. Broadband is one of the Scottish Government's top priorities in relation to infrastructure investment, and its aim is to get next generation broadband to all by 2020. SFT are working with SG as follows: phase 1 – by November 2011, to assess what is required in order to meet the aims of the policy objective; phase 2 – to ascertain how this can be delivered. The Board thanked Tony for his update and asked to be kept up to date with the team's progress in this area.

### 5. Asset management

BW reported that the two asset management reports issued in September had received positive feedback and also had good coverage in the media. With many local authorities already moving in the right direction with regard to asset management, there is a significant opportunity for progress. SFT has assembled a team and has commenced work in order to create momentum. Certain aspects remain to be agreed with government.

### 6. Finance

PR provided a finance update, affirming that SFT is currently underspent on budget and is on track to report a £1million underspend at the current run rate. However, the ramping up of the asset management team and the launch of NHT will increase the run rate in the second half of the year. With funding for 2014/15 now finalised following the spending review,

there is the opportunity to accelerate work going forward. It was noted that the advisory costs for this month were affected by the closing of NHT deals.

**Action: PR** to update forecasts for 5th December meeting.

**7. Bribery**

PR presented the UK wide Bribery Act (as of 1<sup>st</sup> July 2011) to the Board, highlighting the updates to the act including offences with regard to failing to prevent bribery. The Board reiterated its zero tolerance policy in relation to bribery. SFT already has systems in place to prevent such practices and promote transparency, including the whistle-blowing policy, register of interests and hospitality register. The Board asked that guidelines be issued to staff reinforcing the existing policies.

**Action: PR** to issue guidelines to staff.

**8. AOB**

PR is giving a lecture on infrastructure at the David Hume Institute seminar on 14 November.

**Action: PR** to circulate paper to Board beforehand.

There being no further business, the Chairman closed the meeting.

**9. Date of next Meeting**

Monday 5th December 2011 (2.30pm)

**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	