
MINUTES

Meeting of: Scottish Futures Trust Board

Date & Time: 13 September 2010 at 3pm

Place: 11-15 Thistle Street, Edinburgh

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

The Chairman welcomed all to the meeting, the first Board meeting to be held in SFT's office.

Declaration of Interests

No new declarations of interest were reported.

1. Minutes of the previous meeting

The minutes of the 17th August meeting were approved.

2. Chairman's Report

The Chairman updated the Board on his contact with OCPAS and expectation that appointment of a Chairman for the next three year term would now move forward very quickly. The Chairman reported that he and the Chief Executive had met with the new Permanent Secretary, and also provided an update on informal press contact and encouraging meetings with MSPs. Following the IBR report there are a number of useful dialogues emerging.

3. Chief Executive's Report

BW updated the Board on general progress and reported that the summer period was a busy time for the whole team and progress made has been significant. BW also expressed thanks to the Board for comments received regarding the benefits work. Board members requested that the benefits work be displayed prominently on the website.

Action: BW/PR

a) Health & Safety

The Board agreed that BW should be the nominated Director responsible for Health & Safety. BW briefed the Board on the accident book to date, which contains one accident

which was a “non-reportable” accident. A risk assessment has been carried out for the new office and circulated to all staff, and the Health & Safety policy is being updated. Training needs have been identified and are being actioned.

CM sought and BW gave clarification that Health & Safety included issues affecting personal security. A lone working policy needs to be completed.

Action: BW

b) Risk Management

The Board noted the risk register presented by PR and requested that a review of risks should be a standing item quarterly.

Action: PR

c) New Procurement

BW briefed Board members on the milestones now being reached on a number of SFT projects:

- Hub - 3 remaining territories moving to procurement. Pleasing to note in the now operational South East hub that a council has added an additional project already.
- Schools - the sod cutting ceremony at the first Primary School in the schools programme takes place on 30th September.
- NHT – about to go into procurement.
- Housing Association in Tayside – first collaborative procurement about to be agreed.
- TIF – progressing well with Scotland ahead of the rest of the UK.

The Board congratulated BW and the executive team on the tangible progress on these important SFT projects and requested a brief summary paper on each to assist in their wider communication of SFT progress.

Action: BW/PR

d) SFT Conference

A significant turnout is anticipated from both the public and private sectors, with acceptances from delegates almost at capacity. The programme consists of morning presentations followed by lunch and two optional afternoon workshop sessions running simultaneously on hub and waste. The Chairman, on behalf of the Board, will be welcoming John Swinney to give the keynote speech. Board members were invited if they wished to attend.

4. Consideration of the IBR Recommendations

The IBR presented six recommendations in its chapter on capital investment, three of which included potential specific roles for the SFT. Board members discussed the report’s recommendations.

The Board agreed that the Chairman should progress discussions with Ministers regarding their views on IBR and the suggestions for an enhanced role for SFT. The SFT team will remain focussed on providing benefits in addition to the £111m from work in 2009/2010. While that focus is important, it was agreed to commence initial work, in line with the business plan, on asset management.

5. Budget & Finance

PR gave an update and talked through the year to date analysis by project including an out-turn forecast. It was reported that costs continue to run under the revised budget following the Board's agreement to a reduction from £6.75m to £5.75m. PR advised that next month, following the September half year point, there would be a more accurate out-turn forecast for the Board to consider.

6. Any Other Business

Register of interests to be updated by any Board member whose circumstances have changed.

Action: All

The Board expressed thanks to Grant Robertson and Teresa Scott for the work undertaken during the office relocation.

There being no further business, the meeting was closed.

7. Date of next Meeting

Monday 15th November at 2.30pm, SFT Thistle Street.

Meeting Dates for 2010 – all meetings start at 2.30pm unless otherwise stated:

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|---------------------|---------------------------|-------------|-------------------|
| 25 January | 8 March | 10 May | 29 June at 3.00pm |
| 17 August at 5.00pm | 13 September at 3.00pm | 15 November | |