1. WELCOME, MINUTES AND ACTIONS

The Secretary of State welcomed Board members to the meeting.

No member declared potential conflicts of interest.

The minutes of the June 2017 meeting were noted with no changes.

2. DEPARTMENTAL PERFORMANCE

Howard Orme introduced the departmental performance report covering April to July 2017.
The board discussed the plans on relocation to Old Admiralty Building.

The board discussed the admin budget and departmental workforce.

3. DEPARTMENTAL GOVERNANCE

Howard Orme introduced the recommendations of the recent governance review. He outlined the proposed roles of SROs; the proposed Performance, Risk and Resourcing sub committee of Management Committee; and proposed adjustments to the remit of the current Performance Committee.

The board agreed the proposed governance structure and supported further non-executive engagement with delivery issues outside of the board.

The board discussed recruitment and retention of talented individuals delivering the department’s programmes, and asked for a further discussion on talent.

4. BUILDING OUR DEPARTMENT TOGETHER

Emma Stace joined the meeting and presented the refresh of the Building Our Department Together transformation programme.

In discussion the board discussed the following points:

- how the board could support SCS as they deliver the programme; and
- how to ensure that the programme supports all staff in the department directly.

The board welcomed the update, and the chair and ministers expressed their appetite to be closely involved as the programme develops.

5. COMMERCIAL

Louise Whitesman and Steven Condie joined the room for the discussion on the department’s commercial effectiveness, and Mike Green outlined the proposals to improve the department’s commercial capability.

In discussion the board raised the following points:

- how ensuring high quality management information supports supplier management; and
- the importance of commercial professionals having broad experience.

The board welcomed and supported the proposals, and emphasised the importance of supporting schools and other institutions so that they secure good deals.

6. ANY OTHER BUSINESS

There was no other business.