



**Minutes of Meeting of the Board of Directors
Held at 11:30 a.m. on Thursday 28 May 2020
The Boardroom, 100 Bothwell Street, Glasgow G2 7JD or by Teleconference**

7.1

Present:	Peter Lauener	Chair (by phone)	PL	
	Paula Sussex	Chief Executive Officer	PS	
	Mary Curnock Cook	Non-Executive Director (by phone)	MCC	
	Simon Devonshire	Non-Executive Director (by phone)	SD	
	David Gravells	Non-Executive Director (by phone)	DG	
	Charlotte Moar	Non-Executive Director (by phone)	CM	
	Stephen Tetlow	Non-Executive Director (by phone)	ST	
	Andrew Wathey	Non-Executive Director (by phone)	AW	
	David Wallace	Deputy Chief Executive Officer (by phone)	DW	
	Jacqui Smillie	Chief Financial Officer (by phone)	JS	
	Gary Womersley	Company Secretary	GW	
	In Attendance:	Sinead O’Sullivan	DfE (by phone)	SOS
Ailsa Harris		DfE (by phone)	AH	
Gareth Allen		Scottish Government (by phone)	GA	
Sinead Gallagher		Welsh Government (by phone)	SG	
Chris Williams		Welsh Government (by phone)	CW	
Richard Leeman		NI Government (by phone)	RL	
Stephen Campbell		CIO	SC	
Derek Ross		Executive Director of Operations	DR	
Bernice McNaught		Executive Director of Repayments and Counter Fraud (by phone)	BMC	
Morven Spalding		Executive Director, People (by phone)	MS	
Stuart Brydson		Board Secretary (Secretariat)	SB	
Karen Gallagher		Executive Assistant to the Chair	KG	
Mark Cassidy		Head of Estates and Sourcing (for Item 3.1 only)	MC	
Adam Treslove		Head of Corporate Affairs (for Items 3.2 only) (by phone)	AT	
Angela Donaldson		Interim Head of Finance (for Items 3.3 only) (by phone)	AD	
Apologies:		Paul Kett	DfE	PK

1. CHAIRMAN'S OPENING REMARKS / DIRECTORS' MATTERS / DECLARATIONS OF INTEREST

PL welcomed everyone to the meeting, especially, Karen Gallagher (EA to SLC Chair) who was attending for the first time and would be observing today.

Apologies had been received from Paul Kett, Director General, Higher and Further Education, Department for Education and were noted.

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There were no declarations of interest.

2. CHAIR UPDATE

2.1 Update from the Chair on relevant matters

PL noted that he had now completed the first phase of meetings arranged as part of his induction programme. Common themes of these meetings were an appreciation of the work that SLC was doing, particularly its response to Covid and an abundance of goodwill for the successful implementation of the SLC's transformation programme.

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PL noted that he would plan to have monthly one to one meetings with Non-Executive Directors prior to the Board meetings.

PL suggested that once lockdown restrictions are lifted, and depending on social distancing rules, there may be the opportunity to hold physical Board meetings quarterly. PL noted that he would discuss this further with Non-Executive Directors.

3. STRATEGIC ITEMS

3.1 COVID-19 Response – Planning Assumptions

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PS introduced COVID-19 Response.

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BMC noted the SLC@Home staff resource that had been launched on the SLC Intranet which was aimed at both wellbeing and productivity.

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DG agreed that the tone of the paper was positive and progressive and that the work had been impressive.

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CM noted that the report was really positive. CM noted it was important that staff are taking holidays during this busy period even though they may be working from home.

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ST noted that it was amazing what the team have achieved, and echoed SD comments.

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ST noted that it would be useful to have good market data on how other organisations are feeling during the COVID-19 situation.

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AW congratulated the team on absolutely great work.

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PL noted that the Board had taken assurance from the depth and breadth of the work being carried out and that this was commended. PL further noted that the comments about the Executive Director networks being used were impressive.

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Board noted and welcomed COVID-19 Response.

3.2 CEO Report

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PS introduced the CEO Report, noting the areas of focus.

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Board noted CEO Report.

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3.3 CFO Report

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JS introduced CFO Report.

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JS noted that the report provided an update on progress on the 2019-20 Annual Report and Accounts (ARA) and work underway to complete the balanced budget for 2020-21.

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Board noted CFO Report.

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4 PAPERS FOR NOTING / REPORTS FROM COMMITTEES

4.1 Technology Strategy

SC introduced Technology Strategy.

SC noted that this paper was originally presented as slides at the March meeting and now incorporated previous comments.

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Board noted Technology Strategy.

5 MINUTES OF PREVIOUS MEETING AND MATTERS ARISING

5.1 Minutes of the meeting held on 30 April 2020

OFFICIAL SENSITIVE – COMMERCIAL – LEGALLY PRIVILEGED AND CONFIDENTIAL

The minutes of the SLC Board meeting held on 30 April 2020 were approved as a true and accurate record with comments from CM on the ARC Chair Report section noted.

5.2 Matters arising from previous meetings

The matters arising document was approved as accurate and no further questions were asked.

6 Any Other Business

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8 Date of Next Meeting

1.00 pm, Tuesday 30 June, The Boardroom, 100 Bothwell Street, Glasgow G2 7JD or remotely.

There being no other business, the Chair thanked everyone for attending and the meeting closed at 2.15 pm.

***NB:* Where asterisks appear within a numbered item, these sections have been excluded from the minutes before placing on the website as the subject under discussion falls within one or more of the exemptions contained in Part II of the Freedom of Information Act 2000 and can be reasonably withheld.**