



**Minutes of Meeting of the Board of Directors
Held at 9.30 p.m. on Thursday 25 April 2019
100 Bothwell Street, Glasgow G2 7JD**

2.1

Present:	Chris Brodie	Chair	CB
	Paula Sussex	Chief Executive Officer	PS
	Simon Devonshire	Non-Executive Director (by phone)	SD
	Natalie Elphicke	Non-Executive Director	NE
	David Gravells	Non-Executive Director	DG
	Andrew Wathey	Non-Executive Director	AW
	David Wallace	Deputy Chief Executive Officer	DW
	Jacqui Smillie	Chief Financial Officer	JS
	Gary Womersley	Company Secretary	GW
 In Attendance:	 Paul Kett	 DfE	 PK
	Sinead O’Sullivan	DfE	SOS
	Gareth Allan	Scottish Government	GA
	Chris Williams	Welsh Government	CW
	Richard Leeman	NI Dept for Economy	RL
	Derek Ross	Executive Director of Operations	DR
	Adrian Tucker	Chief Information Officer	AT
	Morven Spalding	Interim Director of Human Resources	MS
	Sally Winstanley	Future Board Scheme participant	SW
	Stuart Brydson	Board Secretary (Secretariat)	SB
	Anthony Hill	Observer (and Item 2.3)	AH
	Rory Murphy	Corporate Risk Manager (Item 2.1)	RM
	Nicola Blair	Senior Risk Analyst (Item 2.1)	NB
	Craig Speirs	Senior Risk Analyst (Item 2.1)	CS
	Lesley Nolan	Role of the Manager Project Lead (Item 2.2)	LN
	Chris McFadden	Network Operations Centre Team Leader (Item 2.2)	CMF
	Joanne Dixon	Customer Services Team Manager (Item 2.2)	JD
	Gethin Jones	Grants for Dependents, Student Finance Wales (Item 2.2)	GJ
	Isabel Gordon	Operations Manager, Verifications Operations	IG
	Jackie Currie	Head of Operations Glasgow	JC
 Apologies:	 Mary Curnock Cook	 Non-Executive Director	 MCC

1. Chairman's Opening Remarks and Directors' Matters

CB welcomed everyone to the meeting and in particular Richard Leeman, Student Support, Department for the Economy Northern Ireland, who was attending his first meeting.

Apologies had been received from Mary Curnock Cook and Ben Connah and were duly noted.

There were no declarations of interest.

2. Deep Dives

2.1 Risk Management

Before the presentations started NE noted that the release of a new 'Orange Book' Management of Risk – Principles and Concepts was imminent, and would require SLC compliance.

JS introduced Risk Management and explained that it was intended to be an interactive session to gain a view from Board members.

*
*
*

RM then explained the risk escalation process and that this robust process had been achieved by working closely with DfE and other sponsors. A monthly forum takes place attended by Ben Connah and Craig Barratt.

JS summarised by confirming that the Board had now approved the risk dashboard and escalation process.

NE invited the Board to thank the Risk Management Team for the considerable work that taken place to achieve the improvements.

Board noted and welcomed Risk Management.

2.2 Role of the Manager

MS introduced the Role of the Manager and noted that the programme has been well received throughout SLC.

LN introduced her evidence panel and presented Role of the Manager.

*

LN invited the evidence panel to speak.

*

DW noted the success of Lean Programme communication cells (comms cell) and it was suggested that Board members could attend a comms cell in Darlington at the next Board meeting.

ACTION: DR to invite Board members to a Darlington Lean Comms Cell on the day of the May Board meeting.

Board noted and welcomed Role of the Manager.

2.3 Disabled Students Allowance (DSA)

DR introduced DSA.

JC explained the separate DSA process in Wales.

AH presented DSA.

*

*

*

*

Board noted and welcomed DSA.

3. AOB

*

*

*

3.4 More Frequent Data Sharing (MFDS)

CB noted that representatives from HMRC are due to attend the June Board meeting as part of a Deep Dive on MFDS.

*

*
*

4. Date of Next Meeting

The next meeting of the SLC Main Board will take place on Wednesday 22 May at 10.30 a.m., at Memphis Building, Lingfield Point, Darlington DL1 1RW.

There being no other business, the Chairman thanked everyone for attending and the meeting closed at 1.25 p.m.

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.