



**Minutes of Meeting of the Board of Directors
Held at 09:30am on Wednesday 25th April 2018
SLC Boardroom, 100 Bothwell Street, Glasgow**

Present:	Chris Brodie	Chair	CB
	Antonia Cox	Non-Executive Director	AC
	Mary Curnock Cook	Non-Executive Director	MCC
	Simon Devonshire	Non-Executive Director	SD
	Natalie Elphicke	Non-Executive Director (by phone)	NE
	David Gravells	Non-Executive Director	DG
	Peter Lauener	Chief Executive Officer	PL
	David Wallace	Deputy Chief Executive Officer	DW
	Mike Blackburn	Chief Financial Officer	MB
	Gary Womersley	Company Secretary	GW
In Attendance:	Sinead O’Sullivan	DfE	SO
	Paula Crofts	DfE	PC
	Leia Fitzgerald	Scottish Government	LF
	Chris Williams	Welsh Government	CW
	Jonny O’Callaghan	NI Dept for Economy (by phone)	JO
	Bernice McNaught	Executive Director, Repayments & Counter-Fraud	BM
	Derek Ross	Executive Director of Operations	DR
	Adrian Tucker	Executive Director Technology	AT
	Ross Bern	Head of Strategic Portfolio (part)	RB
	Claire McGhee	Head of Marketing (part)	CM
	Patricia Lombardi	Company Secretarial Assistant (Secretariat)	
Apologies:	Andrew Wathey	Non-Executive Director	

1. Chairman's Opening Remarks and Directors' Matters

CB welcomed everyone to the meeting – in particular Sinead O’Sullivan, who was attending her first SLC Board meeting.

There were no new declarations of interest.

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2. Minutes of Previous Meeting and Matters Arising

2.1 Minutes of the meeting held on 28th March 2018

The minutes of the SLC Board meeting held on 28th March 2018 were approved as a true and accurate record.

2.2 Matters arising from previous minutes

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3. Board Directors' Reports / Priority Business / Company Performance

3.1 CEO Report

PL presented the CEO Report and highlighted the following key matters:

3.1.1 NHS Overpayments

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3.1.3 Corporate Governance Matters

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Board noted the CEO Report.

3.2 CFO Report

MB confirmed that end of year results were as expected, with no surprises, and DfE was happy with the outcome. The 17/18 Annual Report & Accounts process was on schedule and the auditors were on site. *

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Board noted the CFO Report.

3.3 Risk Report

GM presented the Risk Report and highlighted the key trends.

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Board noted the Risk Report.

3.4 Strategy Report

RB presented the strategy report, noting that this was now a regular Board agenda item. *

RB explained that planning was ongoing to determine what Phase 2 should look like – this would be in the next financial year. *

Strategy Milestones met included SLC on a Page and Role of the Manager; completion of LEAN Pathfinder projects diagnose stage-gate reviews; and e-signatures and password reset enhancements operational.

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Board noted the Strategy Report.

3.5 CLASS Lessons Learned

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Board noted the Class Lessons Learned.

3.6 EU GDPR Update

GW confirmed that all workstreams were trending as anticipated in respect of SLC being GDPR-ready for 25th May. The report from Scott Moncrieff was broadly supportive but acknowledged the need for strategic solutions on an ongoing basis. CB reminded colleagues of the critical nature of this work, given SLC's responsibility as a huge custodian of people's information.

Board noted the EU GDPR Update.

3.7 Committee Updates

3.7.1 Audit and Risk Committee

NE provided a written summary of key matters covered at the ARC meeting held on 28th March.

3.7.2 Remuneration, People & Organisational Design Committee

DG updated colleagues on matters reviewed at the RPODC meeting held earlier in the day.

Board noted the Committee updates.

4. AOB

4.1 Register of Interests

CB reminded all Directors to make sure their Register of Interests contained accurate and up-to-date information. *

4.2 Board Effectiveness Review

CB noted that an externally-facilitated Board effectiveness review was due and that PL and CB would be assessing potential suppliers and working with GW to arrange this over the course of the summer.

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Board noted matters discussed under AOB.

5. Date of Next Meeting

The next meeting of the SLC Main Board will take place in Glasgow on Wednesday 23rd May at 09:30.

6. Marketing Show and Tell

CM explained the backdrop to today's presentation and provided an update on current areas of research, work with advice services such as UCAS, and exploration of syndication possibilities.

There being no other business, the Chairman thanked everyone for attending and the meeting adjourned to the 3rd floor to receive the presentation from Marketing.

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.