

**Governance Board Meeting Minutes
5 May 2017
Governor's House**

Attendees

Lady Susan Rice (Chair)
Alasdair Smith
David Wilson

Sean Neill
Mairi Spowage
Alastair Wilson
Laura Bailie

Welcome and Minutes

1. Lady Rice welcomed everyone to the meeting and formally thanked Sean Neill for all he had achieved as interim Chief Executive at the Commission.
2. The minutes of the previous meeting were agreed.

Framework Document

3. Commissioners reviewed the final draft of the Scottish Fiscal Commission Framework Document and revisions made since earlier discussion. In discussion of the text on funding, there was a need for the Commission to secure assurances from the Scottish Government on a multi-year funding deal in order to maintain its operational independence. The Document was approved subject to satisfactory resolution of this important point and to other minor changes.

Action points:

The issue of the multi-year funding assurance to be raised again with the Scottish Government

Minor revisions to be made to the Framework document and the final version to be sent to the Scottish Government for agreement and Ministerial sign off.

Standing Orders

4. The changes to the standing orders were noted by the Commissioners and the document was signed off.

Action point:

Standing orders to be published on the Commission website.

Code of Conduct and Register of Interests

5. The Commissioners agreed the Code of Conduct subject to minor redrafting of paragraph 3.15 to clarify the meaning. The draft of the Register of Interests was tabled and following minor changes will be circulated to Commissioners for final checking before it is published on the website.

Action points:

Minor changes to be made to the Code of Conduct before it is submitted to the Scottish Government and subsequently published on the website.

Code of Conduct to be published on the website.

Revised Register of Interests to be circulated to the Commissioners for checking prior to publication on the website.

Scheme of Internal Delegation

6. It was agreed that the Commissioners would discuss the draft Scheme further with the permanent Chief Executive.

Action point:

A discussion between the Commissioners and John Ireland to be arranged.

Administrative Budget

7. Sean Neill provided an update on the 2016/17 budget before leaving the meeting.

Risk Management

8. The Commissioners discussed the approach to risk management and the role of the Audit and Risk Committee (ARC). It was agreed that a paper outlining options for appointing members of the Committee should be sent to Commissioners for their agreement in correspondence. Following this the ARC terms of reference would be discussed further. The main risks to the Commission were discussed, and revisions proposed to the draft corporate risk register.

Action points:

A paper on appointing members of the ARC to be sent to Commissioners for their decision.

The terms of reference for the ARC to be reviewed and submitted to it for agreement following establishment.

The corporate risk register to be further developed to reflect discussion.

Corporate Plan

9. There was a brief discussion on the approach to developing the Corporate Plan which will be built upon at the staff away-day and a Commissioner induction session in June. The approach to consultation was discussed and it was agreed that Commissioners would offer any initial comments on the outline Plan prior to 15 May.

Action points:

Revised approach to consultation to be built into the planning process.

Commissioners to send any initial comments on the outline plan to Laura Bailie before the 15 May.

Corporate policies and the Protocol and MoUs

10. It was agreed that the Commissioners would receive a written update on both these items following the meeting.

Action points:

Commissioners to be sent relevant updates following the meeting.

Date of next meeting.

11. The next Governance Board will be held on 24th August 2017.