

**Governance Board Meeting Minutes  
29 January 2018 09:00 – 11:30  
Governor's House**

**Attendees**

Dame Susan Rice – Chair  
David Wilson - Commissioner  
Professor Alasdair Smith - Commissioner  
John Ireland - Chief Executive  
Mairi Spowage - Deputy Chief Executive  
Patricia Drennan - Business and Engagement Manager

**1. Welcome and Introduction**

Dame Susan Rice welcomed everyone to the meeting.

There were apologies from Greg Symons and Laura Bailie.

The minutes of the previous meeting of Governance Board were agreed. In matters arising the Audit and Risk Committee Terms of Reference paper (290118 - 2) was agreed. It was noted that it may be helpful if there were some additions to the risk register discussion in the ARC minutes.

There were no declarations of interest.

**2. Chair's Update**

Dame Susan Rice gave a brief update on the activities of the Scottish Fiscal Commission since the last Governance meeting.

**3. Chief Executive's Update**

John provided a verbal update including a staffing update including progress on recruitment. Two C1 analytical posts had just closed, and there was a good pool of applicants. Corporate C2 and B3 posts were also in the process of being advertised.

**4. Risk Management**

The Risk Management paper was discussed. There were some changes to the risks identified for the corporate register, including the collapse of three risks into one, bringing the total number of risks to eight. The gross risk scores, mitigating actions and current risk scores were discussed and in some cases adjusted.

There was a discussion about what to proactively publish from the risk register. Initial thoughts were that the risks on the Corporate Risk Register could be made available publicly to be transparent, and it was agreed it should be considered further how this could be done.

**Action Point 1: Update changes on Risk Register, proofread then pass to Audit and Risk Committee for comment.**

**Action Point 2: Return final Risk Register to the next Governance Board for approval**

**Action Point 3: Consider further the publication of risks from the risk register.**

## **5. Accommodation Review**

The Accommodation Paper (290118 - 3) was presented to Governance Board for information and discussion by John Ireland. This paper presented an option appraisal of the Commission's future accommodation.

The Board discussed the paper and asked for some additional information before they could reach a final conclusion. The Board wanted to know whether being situated outside of central Edinburgh would make a difference to the costs and options presented to them. Further discussion of the option of staying at Governor's House led to the observation that space planning, design work and costings would be needed to help with decisions.

**Action Point 4: Provide additional information on non-city centre costs to allow final views on accommodation to be reached.**

**Action Point 5: Commission work on space planning, design work and costings for staying at Governor's House.**

## **6. Update on Scottish Fiscal Commission's budget**

John gave an update on the Scottish Fiscal Commission's budget for 2017-18. As had been set out in previous papers sent to the Commissioners we were on course for a £238,000 underspend. This had been declared and returned to the SG in November 2017.

After this adjustment, the Commission should be broadly on course to spend the new allocated budget.

John discussed the plan to agree a 3-year budget with the Commissioners to allow the subsequent issue of a multi-year funding letter from the Cabinet Secretary.

**Action Point 6: Present 3-year funding proposals to the Board by or at the next Board meeting.**

## **7. AOB**

The date of the next meeting is on 14th May 2018. The Meeting ended at 11:25.