

Attendees

Dame Susan Rice - Chair
Professor Francis Breedon – Commissioner
Professor Alasdair Smith – Commissioner

John Ireland - Chief Executive
Susie Warden – Head of Strategy, Governance and Corporate Services
James H White – Head of Governance

Apologies

Professor David Ulph - Commissioner

1. Welcome and Introduction

Dame Susan Rice welcomed everyone to the meeting. Apologies were noted from Claire Murdoch and David Stone who were meeting with OECD as part of the Commission's statutory review. The minutes of the meeting on 6 March were agreed as an accurate record. There were no declarations of interest nor were there any intimations about other items of business. The action log was noted.

2. Chair's Update

Dame Susan Rice reported that she had been interviewed by Mure Dickie from the Financial Times and would be interviewed by Douglas Fraser, from BBC Scotland, at a time to be arranged in the summer.

3. Chief Executive's Update

The Chief Executive introduced the paper highlighting in particular the review of the Framework Agreement with the Scottish Government which had been agreed at official level and would be put to Ministers for agreement. He gave an update on staffing issues.

4. Audit and Risk Committee update

Professor Alasdair Smith, who had chaired the Committee in the absence of Professor David Ulph, reported that the Audit and Risk Committee had reviewed the risk management framework and risk scorecards, had been updated on planning for the annual report and accounts and had discussed and agreed the business continuity plan.

5. Finance Update

The finance update paper was noted.

5. Governor's House Refurbishment

John Ireland explained that the purpose of this work was to commission consultants to look at Governor's House and provide options for a specification for its upgrading.

These options would be used to develop a business case to seek the necessary funding from the Cabinet Secretary.

The discussion covered the following points:

- consultants should consider the optimum way of working first, before the constraints of the building;
- how staff would be involved;
- practicalities of refurbishment work whilst staff were working in the building;
- working space, social space, acoustics, colour and lighting should all be considered;
- concerns about security and safety including fire exit, egress and the physical security requirements of SCOTS IT; and
- adding a microphone system in the Board Room to enhance its use for tele and video conferencing

There should be a focus on considering how the Commission staff want to work together and how a refurbished building would facilitate that through refurbishment and making the best use of the available space. This would include how the use of colour and lighting could positively impact on the working environment for staff. Adding a microphone system in the Board Room would enhance its use for tele and video conferencing.

Concern was expressed about the practicalities of refurbishment work taking place whilst staff were working in the building.

There was agreement that the opportunity should be taken to review and improve the safety and security arrangements for Governor's House in relation to fire exits, the SCOTS network security and physical security, particularly given the number of people who walk up the driveway thinking that there is a way through to the neighbouring cemetery or that Governor's House was a tourist attraction.

John Ireland noted discussions were ongoing with Scottish Government Accommodation Division about the potential use of the top floor. There was a clear preference that the Commission should have sole occupancy of Governor's House.

It was agreed that the project specification would be revised in the light of today's discussions.

Action Point 1: The project specification would be revised in the light of today's discussions.

6. Corporate Policies

Business Continuity Plan – It was noted that the plan seemed to focus on bad weather and that it should recognise that a number of triggers (eg incident in Regent

Road or St Andrew's House) could activate the plan. It was also noted that there should be more explicit reference to the Chair and Commissioners. It was agreed that further detail on the Scottish Government's recovery plan for SCOTS would be obtained. John Ireland confirmed that there were links between the Commission and the Scottish Government's Resilience Team. The plan was approved subject to revision in the light of today's discussions.

Code of Conduct for Commissioners – the Code, which had not been circulated in advance of the meeting, would be shared by email with Commissioners for review and approval.

Information Security and Security Breach Management – Commissioners confirmed that they were content with these policy documents.

Action Point 2: The Business Continuity Plan was approved subject to revision in the light of today's discussions.

Action Point 3: The Code of Conduct for Commissioners would be shared by email with Commissioners for review and approval.

7. Statutory Reporting

The Board considered the Public Services Reform (Scotland) Act 2010 report for the year ended 31 March 2018. It was clarified that this report ought to have been made in 2018 and that there was a specific prohibition against incorporating it into the annual report. Subject to finalisation of the text relating to the promotion of sustainable economic growth, Section 4 of the Report, Commissioners confirmed they were content for the report to be published on the Commission's website.

Action Point 4: Public Services Reform (Scotland) Act 2010 – Report for the year ended 31 March 2018 – the text in Section 4 of the Report relating to sustainable growth would be reviewed and thereafter the report would be published on the Commission's website.

8. Any other business and Date of Next Meeting

There was no other business and the date of the next meeting of the Governance Board was scheduled for Tuesday, 20 August 2019.

Scottish Fiscal Commission
14 June 2019