

**Finance & Governance Board  
Held at 12pm on Thursday 4<sup>th</sup> June  
2 East Meeting Room**

<b>Present:</b>	Les Campbell	Finance Director	<b>Chair</b>	LC	
	Chris Andrew	Company Secretary	<b>Vice Chair</b>	CA	
	Iain Steel	Senior Procurement Manager		IS	
	Stephen Watt	Senior Accounting Manager		SW	
	Louise Love	Internal Audit Manager		LL	
	John Maynard	Corporate Assurance Manager		JM	
	John Rae	Facilities Manager		JR	
	Shareen Auckbaralee	Legal & Compliance Manager		SA	
	Mhairi Docherty	Human Resources Manager		MD	
	Jackie McGale	ICR Manager	<b>Minutes</b>	JMcG	
	Cheryl Mulholland	Senior Executive Assistant		CM	
	<b>Apologies:</b>	Ralph Seymour-Jackson	Chief Executive Officer		RS-J
		Derek Ross	Deputy Chief Executive		DR
	Martin Herbert	Customer Services Director		MH	
	Wallace Gray	ICT Director		WG	
	Peter Robertson	Head of Systems Development		PR	
	Chris Harrison	Head of Processing Services		CH	
	Steve Simpson	Head of Human Resources		SS	
<b>Distribution:</b>	As Above				

### 1. Chairman's Opening Remarks

LC welcomed the group to the Finance & Governance Board and noted apologies for RS-J, DR, MH, WG, PR, CH and SS.

### 2. Finance & Governance Board Minutes & Matters Arising

#### 2.1 Minutes of Previous Meeting held on 7<sup>th</sup> May 2009

The Board noted and approved the minutes from the previous meeting.

#### 2.2 Rolling Action Plan – 4<sup>th</sup> June 2009

Refer to separate outstanding Action Plan.

### 3. Audit & Risk

#### 3.1 Review of Monthly Risk Report

JM presented to the Board the monthly risk report. He explained that a meeting had taken place with DIUS to discuss the Risk Appetite Framework where it had been approved with minimal change. A document on the outcome of this meeting will follow once it has been formally agreed at the July Finance & Governance Board. The next step will be for the information to be embedded within the current policy.

JM added that there had been some Data Protection issues put forward which had been placed on the Strategic Issue list. These will also be presented to the Audit Committee.

Focusing on Corporate Risk (18), which relates to the USB Encryption, he explained that although it showed a red status it was still on track to be implemented in June.

*JM left the meeting.*

#### **4. Governance**

##### **4.1 New Governance Indicator**

LL presented the New Governance Indicator, and explained that it contained the Balanced Scorecard Template, the Measurement Detail View and the Technical Note. She advised that the Board determine their opinion of the RAG status for the Lead Governance Indicator for the quarter. The Board made their suggestions and LL agreed to update the content with the information provided and make the necessary amendments. Once these amendments had been made LL agreed to present the Governance Indicator to CA & LC for their comments. **ACTION (FGB174) - LL**

##### **4.2 Procurement Manual**

IS presented to the Board the Procurement Manual and discussed the changes which had been made. The Board agreed the manual. IS stated that he would speak with Aileen McLaughlin surrounding the wider communication of the manual and the possibility of having a Process Flow Chart placed on the intranet. **ACTION(FGB175) - IS**

##### **4.3 Whistleblowers Policy**

CA stated that the Whistleblowers Policy was brought to the Board for information purposes only. He explained that Heather Laing would be asked for her comments then some refinement will be made. SA agreed to speak with MD & Aileen McLaughlin regarding the overall communication of the Policy to SLC Employees. **ACTION(FGB176) - SA**

#### **5. Departmental/Treasury Guidance Update**

##### **5.1 Standard Monthly Update**

There was no update relevant to the Board this month.

#### **6. Minutes**

##### **6.1 Business continuity Workshop Minutes – 20<sup>th</sup> May 2009**

JR stated that there had been issues with Business Impact Analysis, however, these issues were currently underway.

##### **6.2 Protective Security Group Minutes**

CA stated that there was no update for this month, however, a complete set of minutes would be presented to the July Board.

#### **7. FOI Minutes**

##### **7.1 FOI Minutes – 7<sup>th</sup> May 2009**

The Minutes were noted and approved subject to the amendment mentioned in item 4.1

#### **8. Any Other Business**

#### **9. Date of Next Meeting**

- 15<sup>th</sup> July 2009

Meeting Closed 2pm

**NB: Where asterisks appear these items 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.**

FOI