

**AGENDA AND MINUTES
STRATEGIC BOARD (SB)**

AGENDA

- 15:00 Welcome and Introductions
- 15:05 Minutes and actions of SB(15)4th meeting
- 15:15 **Overview of themes**
Performance and Outcomes
Organisational Efficiency
Finance and Risk
People and Capability
Risk register and oral update on Audit and Risk from SGARC/PARC –
- Corporate Update**
SG2020
- 15:55 **Deep dive**
Performance and Outcomes
- 16:45 **Reflections**
Feedback
- 16:55 AOB Next meeting 2 June venue TBC
- 17:00 Close

Present: Leslie Evans (Chair), Paul Gray, Alyson Stafford, Ken Thomson, Graeme Dickson, Sarah Davidson, Paul Johnston, Barbara Allison, Catherine Dyer (Crown Agent), Carol Tannahill (Chief Social Policy Adviser), Gary Gillespie (Chief Economist), Christina Allon, Janet Hamblin, Linda McKay

Apologies: None

In attendance: James Hynd, Helen Buckley

Please note that parts of the record of discussion are considered exempt from publication and have been redacted.

WELCOME AND INTRODUCTIONS

1. The Chair welcomed everyone to the meeting acknowledging it was the final meeting for Graeme Dickson, DG EEI and Catherine Dyer, Crown Agent. The Chair thanked them both for their substantial contributions to the Board.

MINUTES AND ACTIONS

2. The Board agreed the minutes from the SB meeting on 3 December 2015 without amendment.
3. The Action Tracker was cleared.
4. There were no declarations of interest.

Overview of Themes

Board members examined trends and evidence in relation to the four key themes:

- Performance and Outcomes
- People and Capability
- Finance and Risk
- Organisational Efficiency

Organisational Efficiency

- We should consider further how best to measure efficiency of the organisation.
- We should ensure that the data which we capture and measure aids decision making, and promotes value for money, helps with a cost/benefit analysis, and takes account of the impact of technology.
- We should consider seeking out benchmarking opportunities.

In responding, Ken Thomson noted the diversity and data recorded for SB. He explained that the data told a wider story connected with demonstrating competent government.

In summarising, the Chair noted the need to consider the data we are not currently gathering, and to consider further the ways in which it can give SB assurance of the effectiveness of the organisation.

Finance and Risk

- The Board had a discussion on Risk.

Strategic Risk Register / People and Capability

The Board reflected upon the strategic risk register discussing:

- Digital Capacity
- In responding, Sarah Davidson reflected upon her recent recall appearance at the Public Audit Committee (PAC).
- In taking forward major digital projects, it is important to consider the implementation timescales.

Corporate Update SG2020

Ken Thomson provided an overview of the SG2020 programme. The programme has four main components and communications:

- Good Housekeeping – use of travel improving

- Investing in our Effectiveness
- Matching Resources to Priorities (MRtP)
- Transforming Government

Discussion -

- The Board recognised the value of the work from the exercises and the staff engagement sessions undertaken so far.
- In summarising the Permanent Secretary observed the crucial role of communications with the SG2020 Programme including face to face interaction with staff.

Actions

- Communication of SG2020 with the entire organisation to be maintained. **[Ken Thomson]**

Action Update:	Ken Thomson will provide oral update 02/06/16
-----------------------	--

Deep Dive Topic: Readiness to Serve a Future Administration

The Permanent Secretary and Director Generals each provided a brief insight, capturing the key areas of advice that they would wish to provide to an incoming administration.

Board Members spent some time in smaller groups discussing:

- the overarching advice on policy and delivery that should be provided to the Government;
- the key areas in which further work should be done between now and the election, in order to ensure readiness to support the new Government;
- the ways in which we can engage further with our staff in the coming months, ensuring that they have an opportunity to contribute their own insight and expertise as we prepare to serve the new Government, aligning closely to existing staff engagement on SG2020.

Actions

- Directors should engage with their teams on learning from the current administration, and readiness to serve the next administration.

Action Update:	Directors engagement with teams - completed
-----------------------	--

**Strategic Board Secretariat
7 March 2016**