

Minutes of the meeting

Special Board Business Meeting (BD)

Date	3 May 2023
Time	11.00 – 11.25
Location	Online call
Present	Frank Mitchell (Chair) (FM) Tracy Black (TB) Beth Corcoran (BC) Sheila Cowan (SC) Dr Mark Dames (MD) Dr Carol Evans (CE) Nazim Hamid (NH) Poonam Malik (PM) Margaret McCaig (MMcC) Christine Pollock (CP) Damien Yeates (Chief Executive) (DY)
Attendance	<u>Skills Development Scotland</u> Andrew Livingstone (AL) Neville Prentice (NP) <u>Secretariat</u> Ayah Hatim (AH) Christine McCall (CMcC)
Apologies	Prof David Hillier (DH) David Rankin (DR) Eileen Russell (ER) Paul Taylor (PT)

1.	Apologies and Declaration of Interest
	<p>Apologies were received from DH, DR, ER and PT.</p> <p>There were no declarations of interest.</p>
2.	Budget 2023/24
	<p>The Chair thanked Board Members for joining the meeting. The purpose of the meeting was to approve the budget pending further documentation to be received.</p> <p>DY provided the purpose of the meeting:</p> <ul style="list-style-type: none"> - update the Board on discussions held with the Minister and Scottish Government (SG) officials; - since the presentation of the Draft Budget on the 16 March 2023, members to review the assumptions and revisions; - approve the SDS Budget 2023/24 with a working deficit and progress actions to close out budget deficit by March 2024. <p>Actions since the last meeting of the SDS Board:</p> <ul style="list-style-type: none"> - DY presented a formal record of actions taken since the last special meeting of the Board on the 16 March 2023. - In addition, the 2023/24 budget would look to implement Transform 27 actions. - Some of the range of options provided to SG to close out the 2023/24 deficit were endorsed by the Minister <p>SDS Budget Approval:</p> <ul style="list-style-type: none"> - approve SDS Budget 2023/24 with a working deficit subject to receiving the governance documents including the Ministerial Letter and the Letter of Guidance 2023/24 (Grant in Aid letter received on 2 May 2023); - Financial Operational and Performance (FOP) and Audit and Risk Committee (ARC) to review supporting documents by correspondence; - oversight on actions to close out the deficit via FOP/ARC committees. <p>The Board approved the budget pending further documentation.</p> <p>Members wanted to note an appreciation to DY and the Executive team for their work during budget challenges.</p> <p>PM asked if there was an update on the Withers review. The Chair advised that he understood that publication was imminent, but the timescale was unconfirmed.</p> <p>The Board approved the budget subject to receiving a Ministerial Letter to the SDS Chair and the Letter of Guidance 2023/24 (which would be reviewed by FOP/ARC).</p>
3.	Any other business
4.	Close of Board Business Meeting