

SAAS Board	
Agenda Item	7
Date	20 July 2016
Prepared By	Miriam Craven
Subject	EU Referendum

Purpose
<p>1. To inform the Management Board about the impact of the EU Referendum result on Higher Education in Scotland. This paper also highlights some of the outstanding policy issues that are still to be resolved by Scottish Government (SG) in the coming months.</p>

Information
<p>2. SG issued a statement on Friday 1 July, which clarified that eligible EU students already studying in Scotland or commencing their studies in the coming months, will remain eligible for funding for the duration of their course.</p> <p>3. Further to this, SAAS produced a more technical guidance note, which we published on our website on Friday 1 July. The content was cleared by Ministers. This clarified that the SG commitment extended to both new and continuing students in the academic year 2016-17 for the duration of their course. No specific commitment can currently be offered to students commencing a new course in 2017-18 and beyond – that outcome will be determined as part of wider discussions on Scotland’s future membership of the EU.</p> <p>4. Our Communications Team notified Universities Scotland and Scotland’s Colleges to raise awareness of the guidance information on our website.</p> <p>5. SAAS staff were given further information and lines to take, to help respond to any specific enquiries coming into the Contact Centre.</p> <p>6. Currently, we fund approximately 14,000 EU domiciled students. This amount is made up mostly of students eligible for payment of tuition fees only. However, there are a small number of EU students who attract full support from SAAS. Those residence categories will be affected by the UK exit and will be part of any legislative changes needed. They include:</p> <ol style="list-style-type: none"> I. EU/EEA Migrant Workers and their family members – EU (non UK) nationals, or their family members, who have been employed or self-employed in the UK, have been ordinarily resident in the EEA or Switzerland for the three years immediately prior to the start of their course of education and are ordinarily resident in Scotland on the

first day of the first academic year of their course (the relevant date).

- II. BIDAR students – EU (non UK) nationals, or their family members, who have been ordinarily resident in the UK and Islands for the three years immediately prior to the start of their course of education and are ordinarily resident in Scotland on the relevant date.
- III. UK returners from elsewhere in the UK – UK nationals, or their family members, who have returned to Scotland to study, who left from the rest of the UK to live in another EU member state, elsewhere in the EEA or Switzerland. Such students can apply to SAAS for EU tuition fees only.

Outstanding Issues

7. The following policy issues remain unresolved and we will require clarity of them in the coming months from SG to provide advice to HEI's and students.

- **New EU students from 2017-18** - will they be eligible to apply to SAAS.
- **Continuing EU students from 2017-18 who change course** - will they be eligible to apply to SAAS. This cohort includes eligible students in 2016-17 who change course in 2017-18 or later. This could be students who simply change undergraduate degree, progress from a Higher National qualification to undergraduate degree, or graduate with an undergraduate degree and progress to a postgraduate course.
- **Scotland's EU Portability students from 2017-18** – will they be eligible to apply to SAAS for living cost support for the duration of their course in the EU. There is also the issue of whether they will continue to be eligible for the same tuition fee arrangements in the country they study in.

There are approximately 15 'Portability' students studying elsewhere in the EU, with around a dozen or so in the Netherlands. Those students have to apply to the Dutch Government for a tuition fee loan. Will that commitment remain intact when the UK leaves the EU. If not, will SG cover the cost of their tuition fees?

8. A UK exit from the EU has to be factored in to the Student Funding Delivery project for 2017-18. For the purposes of the project, any EU eligibility changes are out of scope and we will be working on the assumption that new EU students will be able to apply from 2017-18.

If a decision is reached later in the year to remove funding for new EU students from 2017-18 then we will manage this by routing any new EU student applications to a caseworker. Continuing students on the same course could continue to be auto-calculated.

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Recommendations

For Decision		For Discussion		For information	<input checked="" type="checkbox"/>
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The SAAS Board

Minutes of meeting held in SAAS Boardroom,
G Spur, Saughton House, Edinburgh,
At 10:30 on 20 July 2016

Present

Paul Lowe	Chief Executive (Chair)
Keith Jenkinson	Director of Corporate Services
Roz McCracken	Head of Governance
Anne Ward	Director of Operations
Ed McGrachan	Non-Executive Board Member
Kathy Patterson	Non-Executive Board Member
Janet Unsworth	Non-Executive Board Member
Philip Whyte	NUS representative

In Attendance

Graham Bissell	Secretary
Sian Balfour	Recoveries Manager (Observing)
Lorna Caldwell	Head of Policy and Engagement
Paul Jamie	Caseworker (Observing)
Graham Philp	Head of Counter Fraud
Claire Tinney	Finance Manager

Apologies

Miriam Craven	Director of Policy and Engagement
Audrey Shimmons	Director of Finance
Janet Matthews	Non-Executive Board Member
Derek Smeall	Non-Executive Board Member

1. Welcome, apologies and acceptance of previous minutes and matters arising from previous minutes – MB(16/17)14

1.1 Paul Lowe welcomed attendees to the meeting and a note of apologies was recorded.

1.2 The minutes of the meeting held on 25 May 2016 were approved with a single amendment to correct the date of the meeting listed on the minutes.

Actions: All future Board minutes to contain a list of current Actions as an Annex at the back of the minutes

1.3 Existing Actions 1-8 from the SAAS Corporate Governance Committee tracker 2016-17 were reviewed and updated (see Annex A)

Action: Monitoring of staff leavers' destinations to be incorporated into the quarterly HR report

Action: Paul Lowe to meet with Julie Sinclair to discuss how internal communications audit should be taken forward

Action: Roz McCracken and Paul Lowe to meet to look at the current status of the discussions around the Balance Scorecard review.

2. Register/Conflict of Interest

2.1 No conflicts of interest were declared.

3. Chief Exec Update

3.1 Paul Lowe provided the Board with an overview of the outcome of the EU Referendum and the position of both the UK and Scottish Governments. The Board were told that the Agency was providing advice and support to Education policy colleagues, particularly on EU student circumstances and numbers.

3.2 Paul Lowe updated the Board on on-going financial discussions. The Board were informed that the Agency had secured a mid-year transfer of £1.2 million for 2016/17. The Board were told that a key objective for the Agency was to ensure that the historical context of the Agency's funding arrangements was properly understood for the Spending Review, so that future baseline budgets reflected the Agency's running costs.

3.3 The Board asked if any discussions at Board level were required at this stage to support the Spending Review. Paul Lowe indicated that these would be taking place at a later date.

3.4 The Board asked if the practice of mid-year budget transfers was going to be reviewed as part of the Spending Review. The Board were informed that a fully costed budget model would be presented as part of the Spending Review to ensure that the baseline funding of the Agency was appropriate.

4. Finance Report Q1 and Budget Update – MB(16/17)15

4.1 The Board were informed that a £1.2 million budget transfer to the Agency would take place in August and that budget profiling for the remainder of year had been conducted on the basis of this transfer. The Board noted that the Agency was set to meet its operational budget for 2016/17.

4.2 The Board heard that the Student Support Programme budget currently contained some flexibility, but that the true position would not be apparent until October/November 2016 when student applicant numbers were clearer.

4.3 The Board discussed the changes to the Resource Accounting and Budgeting (RAB) charge, including the work being conducted by economists to

develop a new model and the possible impacts on the student support programme budgets.

4.4 The Board asked if the Agency might incur any cash-flow issues as a result of the timing of the £1.2 million transfer. The Board were told that no issues were expected if the transfer was made as planned and that decisions and financial planning for the year had been made on the expectation of the transfer in August.

4.5 The Board discussed the possible impact on the Agency if an additional transfer were made later in the year. The Board agreed that, although there was a decreasing risk of this occurring, a list of equipment and short-term initiatives should be compiled in the event of budget being made available.

Action: Executive Team to discuss possible equipment and short-term initiatives in the event of budget being available later in the year.

5. Balanced Scorecard – MB(16/17)16

5.1 Both the 2015/16 Quarter Four and the 2016/17 Quarter One Balanced scorecards were presented to the Board.

5.2 The Board discussed the overall profile for 2015/16 and noted the improvements in processing performance overall. They highlighted the difference between the stronger Quarter One and Quarter Four performance, and the less-strong Quarter Two and Quarter Three performance. The Board noted how the Agency had already made improvements in how it handled the increased workload during the mid-year period and the resulting impact on the Agency's performance.

5.3 The Board discussed the 2016/17 Quarter One figures and discussed the following

- The FOI response time – the Board noted this was due to reasons outside of the Agency's control.
- The level of correspondence unanswered - the Board discussed the problems associated with the accuracy of this indicator and noted the Agency's improved performance on previous years.
- The level of sickness absence among staff.
- The level of debt outstanding, including how much was being written off and how appropriate the current measure was.
- The need to review the information and measures contained in the balanced scorecard

Action: Executive Team to review the information and measures contained in the balanced scorecard.

6. Strategy Development and Business Planning - MB(16/17)17

6.1 Heather Campbell presented the paper to the Board outlining the on-going strategy development and business planning activity.

6.2 Following the initial Business Planning discussions with the Agency the Board noted that there was a good alignment between the input provided by the Board and the input provided by staff through the early workshops.

6.3 The Board were told that a draft Strategy would be provided to the August meeting of the Board.

6.4 The Board agreed that there was clear value added by the strategy development and business planning being undertaken and that the resulting documents should be 'living' documents that were meaningful and regularly used.

7. EU Referendum – MB(16/17)18

7.1 The Board heard that the Agency had undertaken planning and preparation in the event of a 'Brexit' outcome. Following the decision the Agency had published a message for EU students. At present the funding for new students for 2017/18 onwards was still being clarified with Scottish Government.

7.2 The Board heard that the Agency was supporting Scottish Government policy colleagues by providing information on the different schemes and articulation of EU students, affected by the Brexit result. This included the range of different scenarios and corresponding possible numbers impacted.

7.3 The Board noted that the Agency already had contingencies in place for 2017/18 and that an update would also be provided to the Strategic Board.

The Board paused for a comfort break 11:30-11:40

8. Student Funding Delivery Project Update – MB(16/17)19

8.1 The Board heard that the project had progressed since the paper had been written. In particular the higher education policy requirements for 2017/18 had now been confirmed and that health policy discussions were underway but that no major changes were expected in that area.

8.2 The Board noted that the new student application portal was now undergoing widespread user testing.

8.3 The Board noted that Mark Walker from Edinburgh College had been included on the project board to provide customer / user input.

8.4 The Board discussed the current policy ambitions and landscape of Higher Education funding. The Board agreed it was important that the Agency manage the risks associated with the scale of changes that may be made to policy and the expectations of how quickly changes could be implemented to the Agency's systems.

8.5 The Chief Executive advised that the priority was to deliver a fit for purpose system that was an improvement on the current system. Until this was achieved the system would not go live.

9. HR Quarterly Report – MB(16/17)20

9.1 The Board discussed the sickness absence figures and what changes could be made to make the figures more detailed and meaningful for understanding the underlying causes.

Action: Sandra Bell to explore what changes could be made to make the sickness absence figures more detailed and meaningful for understanding the underlying causes – and include in the next HR report.

9.2 The Board discussed the emerging trend of stress and mental health related absence across the Scottish Government and the work being done to provide appropriate support and training to managers.

9.3 The Board queried the apparent spikes in 'no reason provided' absences for March and December. The spikes were explained as related to how the system records sickness absence reasons only once a staff member returns from a sickness absence. Improving the quality of reporting was being looked at.

9.4 The Board sought clarification on the '11 day trigger' sickness absence policy, and raised concerns about the resulting impact on the Agency's HR resources to administer this policy. The Board heard that the Agency was working to improve the levels of support to enable line managers carry out any appropriate interventions, rather than HR.

9.5 The Board agreed that the level of sickness absence was an acute problem for the Agency and that action planning to reduce absence levels needed to be driven faster than some Scottish Government initiatives were progressing. The Chief Executive asked Sandra to prepare an action plan for discussion at the October meeting of the Board.

Action: Sandra Bell to prepare an Agency action plan for addressing sickness absence levels - for discussion at the October meeting of the Board.

Action: Sandra Bell to update the Board on the progress of the employee assistance programme.

10. Terms of Reference Management Board and Strategic Board – MB(16/17)21

10.1 The Board approved both of the proposed Terms of Reference.

10.2 The Board agreed the Strategic Board would be called the SAAS Advisory Committee and that it would meet four times a year.

10.3 The Board agreed that Management Board would formally be renamed The SAAS Board and that it would meet six times a year.

Action: A revised schedule of Board and Advisory Committee meetings to be issued by the secretariat once agreed.

10.4 The Board discussed the additional need for a Stakeholder Group, and that a proposal for a group would be presented and discussed at a later Board meeting.

10.5 The Board discussed if it was appropriate for delegates to be sent in place of members. The Board agreed that this was acceptable for Board meetings but not for Advisory Committee meetings, apart from in exceptional circumstances.

10.6 The Board discussed the membership of the Advisory Committee and whether the Executive Team members could attend if appropriate.

Action: Paul Lowe to discuss the membership of the Advisory Committee with the Executives and feed back to Kathy.

10.7 . Kathy Patterson confirm that she was meeting with the Chief Nursing Officer to seek her views on the Strategic Board and would report back

10.8 The Board was updated on the progress of the Executive Team Terms of Reference which would come forward for information in due course.

10.9 The Board agreed the next steps for the Agency's governance were to look at the creation of a Stakeholder Engagement Group and then the Terms of Reference for the Transformation Board. It was suggested that an organogram of the SAAS governance structure and how the committees and boards link together would be beneficial in due course.

Philip Whyte from NUSS left the meeting to attend another engagement

11. CIFAS Update – jurisdiction – MB(1/17)22

11.1 Graham Philp updated the Board on the progress being made on securing services from CIFAS. The Board were told that there was an unlikely risk to the Agency of a contract breach occurring that would require a dual trained lawyer as the contract was written in English law.

11.2 The Board were asked to provide their approval to accept this risk and proceed with the agreement.

11.3 The Board noted that there was a possible reputational risk to Scottish Ministers should there be an issue with the contract and that we would seek further advice from the Scottish Government Legal Division (SGLD).

Action: Graham Philp to provide Paul Lowe with a copy of the SGLD advice.

11.4 The Board withheld its approval pending a full health check of the balance of risk and benefits and to seek further advice from SGLD.

Action: Paul Lowe and Graham Philp to meet to discuss the CIFAS agreement.

12. Fraud Update Q4 – MB(16/17)23

12.1 The Board asked how the total loss and loss prevented by SAAS compared to other bodies and received comparisons against the Department of Work and Pensions, Scottish Government and an estimate for the private sector..

12.2 The Board requested that future reports include benchmarking of fraud loss and prevention figures with other organisations.

12.3 The Board asked that future reports include analysis on the cost and return on investment in terms of how much fraud is prevented and recovered.

12.4 The Board noted that the paper had also been seen at the Audit and Risk Committee.

13. Operational Update – Finance – MB(16/17)24

13.1 The Board asked if information was available on the numbers and percentages of fraud cases which had been passed to recoveries and where the debt had been successfully recovered or had been written-off. The Board were told this was recently being monitored and would be provided in future updates.

13.2 . The Board noted the new recoveries process being implemented that meant students who called to advise they received a bursary but have withdrawn would be transferred to the Recoveries Team to make immediate repayment. The process will

be efficient, avoid later re-work of the case, avoid the possibility of debt recovery action at a later stage and remove the possibility for the student to get into debt.

Action: Recoveries Team to prepare an example Quarterly Recoveries Report and share with Paul Lowe.

14. Operational Update – Operations – MB(16/17)25

14.1 The Board heard that because of the pace of work the figures in the paper were now out-dated. The revised figures presented were:

- 12,000 items left in the Guarantee Group which were due to be completed by August and ahead of the release of exam results.
- 5,000 additional pieces of correspondence had been processed compared to the previous year.

14.2 The Board asked what had caused the increase in correspondence volume. They were told that the reasons were not yet clear, and would be monitored – it was speculated that a possible cause was the increased volume of processed applications this year, as opposed to the same point last year, which was generating the additional mail.

14.3 Paul Lowe thanked Operations for how well this session had progressed so far, compared to the previous year.

15. Operational Update – Governance – MB(16/17)26

15.1 The Board noted that the staffing and responsibilities of the area would change following Roz McCracken's departure and re-structuring in that area. ; It had been agreed that Business Continuity Planning would move to Corporate Services, and Procurement to Finance.

16. Operational Update – Policy and Engagement – MB(16/17)27

16.1 The Board heard that SAAS was currently seeking clarification on commitments made by the Scottish Government on widening access in order to ensure any changes could be implemented for the 2017/18 session.

16.2 The Board noted that a decision on the implementation of the Judicial Review on the age cap for student support was due shortly, and that it was likely to be implemented from November for the 2016/17 session.

16.3 The Board discussed the implications of how the revised age policy may be applied retrospectively.

16.4 The Board noted the 23.8% rise in appeals and were informed that this was students challenging the Agency on funding being denied on grounds of residence or previous study.

16.5 Paul Lowe highlighted that owing to the small numbers involved the 23.8% figure could appear more alarming than warranted, and that when figures pertaining to small numbers were being presented in papers they should not just be given as percentages.

17. Operational Update – Corporate Services (MB16/17)28

17.1 The Board noted the success of the improvements to the PDF loader.

17.2 The Board noted the work being done by the Service Team to develop the service catalogue.

17.3 The Board discussed the risks and benefits of the webMethods upgrade.

17.4 The figures relating to service desk performance were considered by the Board.

Action: Keith Jenkinson to provide the Board with examples of what was covered by the different categories of Service Desk calls – particularly “Incidents Information” and “Other”.

17.5 The Board asked about the schedule of change and were told that this was in progress.

17.6 The Board noted that the Agency was exploring whether it needed to establish its own Health and Safety committee .

18. A.O.B

18.1 The Board members all thanked Roz McCracken for her contribution to the Agency and wished her well in her new role.

18.2 The Board agreed the next SAAS Board meetings would occur in August and October.

Graham Bissell
Acting Secretary

Annex A – Action tracker

No	Date raised	Action Point	Action Officer	Due Date	Status
15/1 6 C/F	Mar-16	Report to the board on next quarter's HR information and provide a paper on implementation of an approach to survey leavers	Sandra Bell	Nov-16	Exit-interview process in place from June -16, Update on initial results will be provided to the Board later this year.
15/1 6 C/F	Mar-16	Update the Terms of Reference and feedback to the Board	Roz McCracken/ Kathy Patterson	Jul-16	Complete - provided to the July Board.
1	25/05/16	Roz McCracken to distribute the complete Action Tracker along with the Board minutes.	Roz McCracken	Jul-16	Complete - provided to the July Board.
2	25/05/16	Anne Ward to report back to the Board in due course with details of the destinations of those resigning.	Anne Ward	Jul-16	Complete - all are leaving the SG, monitoring to be incorporated in Quarterly HR reports
4	25/05/16	Mike Chalmers to provide the Board with the date that the follow-up review will be undertaken.	Mike Chalmers	Aug-17	The date of the follow up review will be confirmed at the August Board.
6	25/05/16	All Board members to provide any outstanding feedback on terms of reference to Roz McCracken.	Roz McCracken - All Board Members	01-Jun-16	Complete
7	25/05/16	Roz McCracken to provide NUSS with a deadline for providing feedback on terms of reference.	Roz McCracken	10-Jun-16	Complete – NUSS stated at the July Board that they were content with the Terms of Reference.
8	25/05/16	Action: Members of the board were asked to provide any input or comments on the topic of internal communications to Roz McCracken within two weeks.	Roz McCracken - All Board Members	10 June 2016	No responses received – discussion on Internal Communications to be taken forward by Paul Lowe and Julie Sinclair

9	25/05/16	Keith Jenkinson to provide a plan of timescales for the activities detailed in the MB(16/17)13 paper (Corporate Services update) for the next Board meeting.	Keith Jenkinson	Jul-16	Complete - The July paper reflects the current position and in it have sought to give an indication of likely timelines and can clarify further at meeting.
10	25/05/16	Roz McCracken to include a covering note with future Balanced Scorecards that provides a narrative and analysis of key points and figures.	Roz McCracken	Jul-16	Complete – provided for Q4/2015 and Q1/2016 Scorecard
11	25/05/16	Roz McCracken to issue a reminder to Board members about any outstanding actions from the Balanced Scorecard meeting.	Roz McCracken	Jul-16	Complete - Reminder issued with deadline. No response received. Roz and Paul to meet to look at the current status of the discussions.
12	20/05/16	All future Board minutes to contain a list of current Actions as an Annex at the back of the minutes	Secretariat	NA	
13	20/05/16	Monitoring of staff leavers' destinations to be incorporated into the quarterly HR report	Sandra Bell	Oct-16	
14	20/05/16	Paul Lowe to meet with Julie Sinclair to discuss how internal communications audit should be taken forward	Paul Lowe, Julie Sinclair,	Aug-16	
15	20/05/16	Roz McCracken and Paul Lowe to meet to look at the current status of the discussions around the Balance Scorecard review.	Paul Lowe, Roz McCracken	Jul-16	
16	20/05/16	Executive Team to discuss possible equipment and short-term initiatives in the event of budget being available later in the year.	Executive Team	Oct-16	
17	20/05/16	Executive Team to review the information and measures contained in the balanced scorecard	Executive Team	Sep-16	

18	20/05/16	Sandra Bell to explore what changes could be made to make the sickness absence figures more detailed and meaningful for understanding the underlying causes – include in next HR report	Sandra Bell	Oct-16	
19	20/05/16	Sandra Bell to prepare an Agency action plan for addressing sickness absence levels - for discussion at the October meeting of the Board	Sandra Bell	Oct-16	
20	20/05/16	Sandra Bell to update the Board on the progress of the employee assistance programme.	Sandra Bell	Oct-16	
21	20/05/16	A revised schedule of Board and Advisory Committee meetings to be issued by the secretariat once agreed.	Secretariat	Aug-16	
22	20/05/16	Paul Lowe to discuss the membership of the Advisory Committee with the Executives and feed back to Kathy Patterson	Paul Lowe, Executive Team	Aug-16	
23	20/05/16	Graham Philp to provide Paul Lowe with a copy of the SGLD advice	Graham Philp	Jul-16	
24	20/05/16	Paul Lowe and Graham Philp to meet to discuss the CIFAS agreement.	Graham Philp	Jul/ Aug-16	
25	20/05/16	Recoveries Team to prepare an example Quarterly Recoveries Report and share with Paul Lowe	Sian Balfour	Aug-16	
26	20/05/16	Keith Jenkinson to provide the Board with examples of what was covered by the different categories of Service Desk calls – particularly “Incidents Information” and “Other”.	Keith Jenkinson	Aug-16	
27	20/05/16	Create and share an Organogram of new Corporate Governance structures	Corporate Office	Sep/ Oct - 16	

SB(17-18)4-8

SAAS Board

Date of Meeting	8 September 2017
Agenda Item/Subject	13 – EU Brexit Update
Prepared By	Alan Scott
Purpose	Discuss

1. Background

- 1.1. To provide the SAAS Board with an update about the current Brexit arrangements and their impact for Higher Education in Scotland.

2. Background

- 2.1. Scottish Government (SG) issued a statement in July 2016, which clarified that eligible EU students already studying in Scotland or commencing their studies in the coming months (2016-17), would remain eligible for funding for the duration of their course.
- 2.2. In October 2016, this was widened to EU students commencing their course in 2017-18 and extended in March this year to EU students commencing their course from 2018-19.
- 2.3. SAAS staff have been provided with further information and lines to take, to help respond to any specific enquiries coming into the Contact Centre.

3. Negotiations

- 3.1. UK Government commenced Brexit negotiations with the EU on 19th June. The main discussions so far have focused on the rights of EU citizens living in the UK and Britons on the continent, the future of the land border between Northern Ireland and Republic of Ireland, and the question of money and divorce bills.
- 3.2. The EU target to complete initial Brexit negotiations is 31 December 2017 with the date for agreeing the terms of Brexit set at 30 September 2018. The UK parliament would vote in late 2018 on the Brexit terms.
- 3.3. UK Government is working towards 4 new papers on internal security, external security, fair and open trade, and science and innovation.
- 3.4. There is no indication when Higher Education will form part of any Brexit negotiations discussion.

4. Scottish Government position

- 4.1. SG has fundamental concerns about the EU Withdrawal Bill, and without significant changes to it, will not recommend that the Scottish Parliament gives consent.
- 4.2. SG wants any repatriated EU powers to return to the Scottish Parliament in areas where it is wholly or partly responsible.
- 4.3. The UK Government must adopt a more inclusive approach, with the Brexit negotiations opened up to more parties and all four nations of the UK.
- 4.4. In the absence of full EU membership, Scotland's interests would be best protected by remaining in the single market.
- 4.5. The rights of EU citizens and their families must be protected in Scotland so they can continue to make a strong contribution to our country.
- 4.6. The people of Scotland should have a choice about our future direction.

5. Communications

- 5.1. The SAAS Policy Team are signed up to receive regular emails from the SG EU Intelligence and Briefing team which includes a summary of the previous week's activity as well as a forward look on Brexit matters.
- 5.2. The SAAS Policy Team attended a Constitution and Europe Senior Engagement Forum on 24 August, which focuses on all EU matters across SG, including UK Government papers and Brexit matters.
- 5.3. The Scottish Government Higher Education and Science (HES) Division continue to lead on any dialogue with universities and colleges on all matters Brexit. They will continue to engage with UK Government colleagues and will notify SAAS of any significant developments on Higher Education funding, as Brexit negotiations progress.
- 5.4. We will keep the SAAS Board notified of any significant developments.

6. Conclusions

- 6.1. No recommendations or decision required.

SB(17-18)4 Minutes

SAAS Board	
Date of Meeting	Wednesday 27 September 2017
Time	10:30 – 13:00
Location	Boardroom, G Spur, Saughton House

Attendees

Present

- Paul Lowe, Chief Executive (Chair) (PL)
- Audrey Shimmons, Director of Finance (AS)
- Keith Jenkinson, Director of Corporate Services (KJ)
- Lauren McNamara, Director of Policy, Engagement and Change (LM)
- Nic Krzyzanowski, Head of Corporate Office (NK)
- Janet Unsworth, Non-Executive Board Member (JU)
- Ed McGrachan, Non-Executive Board Member (EM)

In Attendance

- Fiona Lodge, Business Support Manager (Secretariat) (FL)
- Yasmin Ali, HR, Learning & Development Adviser (for agenda item 7) (YA)
- Heather Campbell, Business Planning Co-ordinator (for agenda item 9) (HC)
- Leanne Jobling, Information Manager (for agenda item 11) (LJ)
- Mike Chalmers, Service Delivery Manager (for agenda item 12) (MC)
- Julie Kent, Finance Officer (Observing)

Apologies

- Anne Ward, Director of Operations
- Kathy Patterson, Non-Executive Board Member

1. Welcome

1.1. The Chair welcomed the group and apologies were noted.

2. Minutes of previous meeting and matters arising SB(17-18)4-1

- 2.1. The minutes of the previous meeting were discussed.
- 2.2. An update was provided in relation to progress with ITIL. The planned gap analysis would now take place in October and an update on the results would be provided to the Board once completed.
- 2.3. Amendments to the Advisory Committee Update in the minutes were suggested.

2.4. There were no other matters arising.

3. Update on action points **SB(17-18)4-2**

3.1. The action points were reviewed and updated – see Annex.

4. Chief Executive Update

4.1. A Ministerial visit was to take place at the beginning of October, hosted by Glasgow University, in relation to the increase of eligible Postgraduate courses for funding and the resultant increase in students applying for funding. SAAS were leading the event and Policy, Engagement and Change and Communications led production of the Ministerial Briefing.

4.2. Peter Russian from Re:markable had attended SAAS the previous week to present PL, on behalf of SAAS, with the Investors in People plaque. The Executive Team had considered future work to strengthen this achievement and annual meetings with Re:markable would be held to ensure continuing compliance and discuss best practice.

4.3. An update on progress with the Student Support Review (SSR) was provided. It was noted there had been some recent media interest in the review. The next meeting was to take place in Dundee on 29 September.

AP	Communications	To supply the Herald articles on Student Support Review to the Non-Executive Board Members.	13/10/17
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4.4. The Annual Statistics publication was in production for publication at the end of October.

5. Transformation Programme Board Update

5.1. The Transformation Programme Board (TPB) had met for the last time and its successor, the Portfolio Management Committee (PMC), had held its first meeting on 26 September. PL advised that the TPB had approved a suite of Project Briefs. JU advised that the PMC had considered a number of subsequent business cases, which were of a good quality. The majority of these had been signed off, further work was being undertaken in terms of the scope of the Systems and Infrastructure Review (SaIR) project. Further business cases would be brought to the PMC at its next meeting. The Terms of Reference for the PMC were to be updated and would be brought back to the SAAS Board for review.

AP	Paul Lowe	PMC Terms of Reference to be updated and brought back to a future SAAS Board for review.	24/01/18
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5.2. The form of future PMC updates to the Board was discussed and it was noted that the timings of this and other corporate meetings may require adjustment to allow for updates to be shared in good time.

6. Executive Team Updates SB(17-18)4-3

6.1. The ITIL Gap Analysis was due to be undertaken in the week beginning 23 October and a report would follow on from this.

AP	Keith Jenkinson	To supply the ITIL Gap Analysis report to Board members by correspondence for comment and then discussion at the following Board meeting.	24/01/18
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6.2. A restructure in the processing teams had resulted in Nursing and Midwifery Student Bursary applications being processed efficiently, despite late changes to the Bursary scheme, arising from the end of the UK reciprocal agreement. It was noted that SAAS were collaborating with the Chief Nursing Officer’s Directorate in a variety of new areas of policy work. The increase in Postgraduate applications was discussed and it was considered that application numbers may increase in the future.

6.3. There was a discussion about fake phishing attacks purporting to be from SAAS and SLC. It was noted that no SAAS customers were impacted with regards to two previous phishing attempts and that targeted attacks such as this were dealt with swiftly and robustly. SAAS regularly published advice to students on online safety.

6.4. Business Continuity was raised and it was noted that the Incident Management Plan (IMP), which was previously circulated to the Executive Team, was being updated. A table exercise on the IMP was scheduled for November. There was discussion regarding cyber-crime and it was highlighted that SAAS considered this the biggest threat to the organisation. The Executive Team were satisfied with the actions undertaken to prevent and recover from an attack.

AP	Keith Jenkinson	To bring a 2018-19 Q1 report to the Board on Business Continuity.	15/05/18
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7. HR Report 2017-18 Quarter 1 SB(17-18)4-4

7.1. YA talked to the paper and highlighted to the group that the Executive Team had previously seen the attendance management action plan. It was noted in relation to sickness absence figures, staff who left the organisation were still counted in the absence figures for the following 12 months and steps were being taken to look at alternative measures. It was noted that sickness absence remained high, there were no particular patterns or root causes and the driver principally related to long term sickness absence in a small number of cases which were being closely managed. Consideration should be given to looking at

external comparators on sickness absence, such as NHS and local government.

8. Budget Update

SB(17-18)4-9

- 8.1. It was noted that the full year budget figure was now known. Whilst salary increases were anticipated in the budget, the final value of these wasn't known yet since the SG wide pay deal was still being negotiated.
- 8.2. It was highlighted that efficiencies in the 2018-19 and 2019-20 budgets were being sought, in line with Scottish Government and all agencies.

9. Procurement Spend Analysis

SB(17-18)4-10

- 9.1. Appreciation was expressed for the paper produced by Ann Paterson in SG Procurement.
- 9.2. It was noted that considerable progress had been made in the last year, with further spend moved onto contact arrangements. It was noted that temporary staff accounted for the largest contract expenditure and whilst SAAS would continue to have some reliance on seasonal and interim staff, steps were being taken to reduce this. It was raised that Internal Audit were to undertake an audit and the VFM of contract staff would be reviewed as part of the financial management audit.
- 9.3. A further update on Procurement would be provided at a future Board meeting.

10. Complaints and Appeals Report 2017-18 Quarter 1

SB(17-18)4-5

- 10.1. The paper was noted.

11. Corporate Plan Highlight Report 2017-18 Quarter 1

SB(17-18)4-6

- 11.1. The first highlight report was introduced. The style and content would be further developed for future Board meetings and comments were invited. The Board noted the content of the report and plans for further development.
- 11.2. It was noted that work was underway to prepare for the 2018-19 SAAS Corporate Plan, which would include alignment with PMC reporting. It was suggested that this could be a theme of the Strategy session of the Board scheduled for November.

AP	Heather Campbell	To meet Paul Lowe and Directors individually to discuss the 2018-19 Corporate Plan and Board Strategy Event.	29/11/17
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12. General Data Protection Regulations

SB(17-18)4-7

- 12.1. It was highlighted that the General Data Protection Regulations (GDPR) would come into force on 25 May 2018. The paper presented at the meeting demonstrated the main high level tasks that would require to be completed in order to achieve compliance.
- 12.2. The project would likely come under the PMC umbrella as there were recognised overlaps with other projects like data sharing and process mapping. Work to comply with the GDPR was gathering pace in SG.

DP	GDPR to be a standing item on the SAAS Board agenda going forward.		
AP	Leanne Jobling	To provide an update to the Board on GDPR early in 2018.	24/01/18

13. EU Brexit

SB(17-18)4-8

- 13.1. Lauren introduced the update paper on Brexit. It was noted that the situation remained fluid. It was not anticipated that there would be significant internal workforce challenges for SAAS in the event of an exit from the EU and protections were being offered by the UK Government to those already settled in Scotland. Communication was ongoing with relevant parts of Scottish Government and SAAS were part of the relevant EU networks. Decisions on future changes to EU student funding had not been made but SAAS had looked at the implications of such a change and were ready to discuss these in greater detail with policy colleagues at the relevant time. It was noted that periodic updates would be brought back to the Board on this issue as more was known.

14. Cyber Resilience

- 14.1. MC gave a presentation to the Board on cyber resilience and the capabilities and arrangements SAAS had in place. It was noted that there was close working with iTECS and the SCOTS infrastructure and that firewall arrangements were robust.
- 14.2. The response of SAAS IT to previous cyber threats was discussed and it was noted that a robust and responsive system was in place to deal with any incidents.

15. Corporate Parenting Plan

SB(17-18)4-9

- 15.1. A draft Corporate Parenting plan was presented to the Board. It was noted that SAAS wasn't a statutory corporate parent. However the Agency was responsible for delivering the Care Experienced bursary on behalf of Scottish Ministers, who were listed as Corporate Parents.

15.2. In preparing the draft plan feedback had been sought from Who Cares Scotland? and CELCIS. Who Cares Scotland? had highlighted that the parenting plan should be a live document to allow for any changes to government policy to be incorporated.

15.3. A timetable in the document included a date for publication and also set targets, some of which were already achieved.

15.4. Tracking and reporting of updates and progress was raised and it was considered that this should be reported to the Board and Executive Team. Policy, Engagement and Change were asked to liaise with Corporate Office to identify dates at which updates would be brought to the Board. The Board agreed to sign off the Corporate Parenting Plan.

AP	Lauren McNamara	To provide a Corporate Parenting Plan update to the Board, date to be agreed with Corporate Office.	24/01/18
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16. Any Other Business

16.1. NK advised that the creation of a customer satisfaction survey, a business plan commitment was being progressed. The Board agreed it would be helpful to see a draft electronically for comment.

AP	Nic Krzyzanowski	To circulate the SAAS Customer Satisfaction Survey to SAAS Board members and collate any comments.	20/10/17
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Date of next meeting: Wednesday 29 November 2017

Annex – Action points reviewed at meeting

Reference	Date raised	Theme	Action point	Action officer	Updates
1718-17	26/07/17	Future Agenda Item	To liaise with Executive Team to identify a future SAAS Board meeting for a strategic discussion	Secretariat	Completed The Strategic discussion will supersede the Board meeting on 29/11/17.
1718-18	26/07/17	Self-Assessment	To issue self-assessment forms for all of the SAAS Boards and Committees that haven't yet undertaken this process in 2017-18	Nic Krzyzanowski	Ongoing Paul and Nic to discuss.
1718-16	26/07/17	Future Agenda Item	To add Spending Review/Budgets to the agenda of the September/November Board meeting.	Secretariat	Completed To be discussed during today's meeting.
1718-9	26/07/17	Strategic Relationships	To arrange a meeting between Paul Lowe, Lauren McNamara and Kathy Paterson to discuss strategic relationships with the HEI sector.	Secretariat	Completed Meeting to be held on 10 October.

AC(17-18)2-9

SAAS Advisory Committee

Date of Meeting	Wednesday 8 November 2017
Agenda Item/Subject	12 – Brexit Update
Prepared By	Alan Scott
Purpose	Note

1. Background

- 1.1. This paper provides Advisory Committee with and update about the current Brexit arrangements for Higher Education in Scotland.

2. Key Points

- 2.1. Scottish Government (SG) issued a statement in July 2016, which clarified that eligible EU students already studying in Scotland or commencing their studies in the coming months (2016-17), would remain eligible for funding for the duration of their course.
- 2.2. In October 2016, this was widened to EU students commencing their course in 2017-18 and extended in March this year to EU students commencing their course from 2018-19.
- 2.3. SAAS staff have been provided with further information and lines to take, to help respond to any specific enquiries coming into the Contact Centre.

3. Conclusions

- 3.1. The Advisory Committee are invited to note this update.

1. Negotiations

- 1.1 UK Government commenced Brexit negotiations with the EU on 19th June. The main discussions so far have focused on the rights of EU citizens living in the UK and Britons on the continent, the future of the land border between Northern Ireland and Republic of Ireland, and the question of money and divorce bills.
- 1.2 The EU target to complete initial Brexit negotiations is 31 December 2017 with the date for agreeing the terms of Brexit set at 30 September 2018. The UK parliament would vote in late 2018 on the Brexit terms.
- 1.3 UK Government is working towards 4 new papers on internal security, external security, fair and open trade, and science and innovation.
- 1.4 There is no indication when Higher Education will form part of any Brexit negotiations discussion.

2. Scottish Government Position

- 2.1 SG has fundamental concerns about the EU Withdrawal Bill, and without significant changes to it, will not recommend that the Scottish Parliament gives consent.
- 2.2 SG wants any repatriated EU powers to return to the Scottish Parliament in areas where it is wholly or partly responsible.
- 2.3 The UK Government must adopt a more inclusive approach, with the Brexit negotiations opened up to more parties and all four nations of the UK.
- 2.4 In the absence of full EU membership, Scotland's interests would be best protected by remaining in the single market.
- 2.5 The rights of EU citizens and their families must be protected in Scotland so they can continue to make a strong contribution to our country.
- 2.6 The people of Scotland should have a choice about our future direction.
- 2.7 Current Scottish Government media lines are:
 - "The Scottish Government believes the best way to build a more prosperous and equal Scotland is to be a full independent member of the EU".
 - "We will be considering how Scotland's HE sector maintains its strong relationship with partners in the EU; continues to foster international collaboration enabled by EU research programmes; and how students from elsewhere in the EU can continue to benefit from a first class education in Scotland".
 - "We are determined to stand up for Scotland's interests during the Brexit negotiations – in which the Scottish Government will continue to play a full part. This clearly includes the interests of our world-class universities and research institutes".

3. Communications

- 3.1 The SAAS Policy Team are signed up to receive regular emails from the SG EU Intelligence and Briefing team which includes a summary of the previous week's activity as well as a forward look on Brexit matters.
- 3.2 The SAAS Policy Team attended a Constitution and Europe Senior Engagement Forum on 24 August, which focuses on all EU matters across SG, including UK Government papers and Brexit matters.
- 3.3 The Scottish Government Higher Education and Science (HES) Division continue to lead on any dialogue with universities and colleges on all matters Brexit. They will continue to engage with UK Government colleagues and will notify SAAS of any significant developments on Higher Education funding, as Brexit negotiations progress.
- 3.4 We will keep the SAAS Advisory Committee notified of any significant developments.

AC(17-18)2 Minutes

SAAS Advisory Committee

Date of Meeting	Wednesday 8 November 2017
Time	10:30 – 13:00
Location	Boardroom, G Spur, Saughton House

Attendees

Present

- Kathy Patterson, Non-Executive Board Member (Chair) (KP)
- Janet Unsworth, Non-Executive Board Member (JU)
- Ed McGrachan, Non-Executive Board Member (EM)
- Roddy MacDonald, Head of Higher Education and Science Division (RM) – present for Agenda Item 9

- David Livey, National Union of Students, Scotland (DL)
- Lauren McNamara, SAAS Director of Policy, Engagement and Change (LMcN)
- Claire Tinney, SAAS Finance Manager (CT)
- Rachel Jenkinson, Deputy Director, Chief Nursing Officer's Directorate (RJ)

In Attendance

- Fiona Lodge, SAAS Business Support Manager (minutes) (FL)

Apologies

- Paul Lowe
- Audrey Shimmons
- Janet McVea
- Aileen McKechnie

1. Welcome

- 1.1. The Chair welcomed the group.
- 1.2. There were no conflicts of interest declared.

2. Minutes of previous meeting and matters arising

AC(17-18)2-1

- 2.1. The minutes of the previous meeting were agreed.
- 2.2. There were no additional matters arising.

3. Update on action points

AC(17-18)2-2

- 3.1. The actions were reviewed and updated – see Annex.
- 3.2. AP 1718-3: It was noted that the issue relating to projected overspend of NMSB budget and SAAS costs was due to be discussed formally between SAAS and the Chief Nursing Officer's Directorate (CNOD). An update would be provided to the Advisory Committee.
- 3.3. AP 1718-5: It was noted that the SAAS Board paper relating to KPIs had not yet come forward to the Advisory Committee and agreed that the Committee must have the opportunity to endorse changes to the KPIs due to their impact on strategic partners. An update on progress would be provided to the Committee in due course.

4. Scottish Government Corporate Update

- 4.1. Unprecedented budget pressure was acknowledged throughout the Scottish Government (SG). There was discussion regarding priorities and the subsequent challenges.
- 4.2. A review of Enterprise and Skills was to be announced shortly.
- 4.3. Brexit and the uncertainties of transition were raised; the need for involvement of SG in negotiations was highlighted. It was reported that the number of EU students coming to Scotland was decreasing despite funding still being guaranteed. The impact of changes relating to Horizon 20/20 and reducing numbers of European students on courses was noted.
- 4.4. There was discussion regarding widening access and it was noted that targets for HEI Outcome Agreements were being revised upwards to meet SG priorities.

5. Scottish Government Higher Education Update

AC(17-18)2-3

- 5.1. The final report of the Student Support Review was due to be published. It was noted that the SAAS Board would wish to discuss the report.

AP	Secretariat	To supply the SAAS Board members with the final Student Support Review report once published.	15/11/17
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- 5.2. An update was provided on the work of the Access Delivery Group which oversees the implementation of the Widening Access Commission recommendations and is distinct from the work undertaken by the Widening Access Commissioner for Scotland.
- 5.3. It was noted that discussions with SAAS, HES and the Student Loans Company were ongoing. The Scottish Programme for Government included a commitment to increase the student loan repayment threshold and reduce the repayment period, as well as initiatives to enhance new

pathways into teaching for priority subjects including STEM. Lead times for policy changes for SAAS were acknowledged.

- 5.4. There was discussion regarding different ways to encourage students on to STEM courses.

6. Scottish Government Health and Social Care Update

AC(17-18)2-4

- 6.1. A comprehensive update report was welcomed. The pressures regarding budget and potential changes to the healthcare model were highlighted. The focus for the CNOD budget was 'delivery for the citizen'.
- 6.2. It was noted that job shadowing by CNOD staff in SAAS would be beneficial in understanding SAAS processes and dependencies and that reciprocation would also be considered.
- 6.3. Brexit was raised and it was noted that many EU nationals were employed by the NHS, in addition to PhD students who were co-funded by EU partners.
- 6.4. Widening access to health and social care was being considered at the highest levels and included working with the Open University. SAAS was commended for its work in supporting widening access initiatives.
- 6.5. SAAS was also commended for the strategy to employ and train A band staff who then have the skills to progress to other posts within SG; this was of benefit to the wider SG community, but resulted in issues relating to staff turnover in SAAS. It was noted that the standard of staff was excellent.
- 6.6. The Nursing and Midwifery Discretionary Fund was raised and it was noted that the amount being administered by CNOD had doubled in recent years. If this pattern continues, CNOD may ask SAAS to take over the disbursements but acknowledged that adequate resourcing would be required.
- 6.7. The UK reciprocal funding agreement was discussed and changes to the funding model in England and Wales was noted.
- 6.8. It was considered that encouraging a return to practice of experienced health and social care former employees had had good uptake. It was noted that those who had returned to practice were actively encouraging students in to the profession.

7. SAAS Update

- 7.1. Due to exceptional circumstances, there was no paper and the update was given verbally. It was noted that for future meetings a paper would be produced in advance.
- 7.2. It was noted that it had been a successful start of session this year, with 160,000 applications processed; the number of applications had increased year on year since 2016-17 and were being processed within the

prescribed time limits. It was noted that 2018 would be the Year of the Young Person.

- 7.3. The Student Funding Delivery project had improved processing and positive feedback on it had been received from students. Enhancing and improving the system was to be undertaken going forward.
- 7.4. SAAS had recently achieved Investors in People accreditation. This was a reflection of the hard work staff across the organisation had undertaken towards the accreditation.
- 7.5. The [SAAS annual statistics publication](#) was recently released. The organisation received positive feedback via social media.
- 7.6. Preparation for the 2018-19 session was progressing with recruitment for Modern Apprentices (MA) underway. It was noted that the upper age limit for being considered as an MA had been removed.
- 7.7. It was noted that SAAS was working closely with Higher Education (HE) and Health and Social Care colleagues to discuss potential policy changes at the earliest possible stage.
- 7.8. It was highlighted that SAAS was in the process of establishing a new communications strategy to proactively engage with HE colleagues and stakeholders at both operational and strategic levels.
- 7.9. The establishment of the Portfolio Management Committee (PMC), chaired by JU, was helping to shape future SAAS projects within an overall structure. A specific role of relationship management within the PMC was proving effective.

8. SAAS Finance Report 2017-18 Q2

AC(17-18)2-5

- 8.1. It was noted that despite an increase in the baseline budget, SAAS continued to work under financial pressure. The early pay agreement in April 2018 would add to this in view of the fact that SAAS must absorb pay increases awarded by SG within its existing budget.
- 8.2. It was highlighted that the current session was the last year that SAAS would receive funding for administering the ILA200 scheme. The last application for this had now been processed. Resources within SAAS would be redeployed as needed or lost through natural wastage.
- 8.3. Agency running costs and capital expenditure forecasts were noted.

9. SAAS Balanced Scorecard 2017-18 Q1 and KPIs

AC(17-18)2-6

- 9.1. It was noted that the KPIs and sickness absence figures were subjects of ongoing discussions at the SAAS Board meetings and would continue to be reported to the Committee

9.2. It was considered that an apparent increase in the referrals shown for DSA overpayments reflected a timing issue/seasonal fluctuations rather than an actual increase overall.

[The SG & HES representative left the meeting at this point]

10. SAAS Risk Management

AC(17-18)2-7

10.1. It was noted that the Corporate Risk Register was reviewed at the Risk Management Group, Executive Team and Audit and Risk Assurance Committee. SAAS considered that it would be beneficial to share information on current and future risks and was seeking advice on whether the risks on the SAAS Corporate Risk Register chimed with those of the strategic partner organisations represented on the Committee. It was noted that CNOD had provided a paper to SAAS clarifying the major risks of most relevance to SAAS and worked closely with SAAS in this respect. Unfortunately the SG/HES representative had left the meeting and it was agreed to follow this up outwith the meeting and report back to the Committee.

AP	Anne McNee	To collaborate with SG/HES on commonalities of Risks.	08/02/18
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10.2. The risks contained within the SAAS Corporate Risk Register were discussed. With regards to the SAAS red risk relating to cybercrime, it was noted that SAAS collaborated closely with SG IT (iTECS) to protect the organisation against cyber-crime.

10.3. There was discussion regarding the risk approach being based on a deficit model and it was noted that more recently SG encouraged an asset based approach.

10.4. It was highlighted that the National Union of Students Scotland (NUS) risk register was mostly project based and the representative agreed to explore the possibility of sharing relevant risks with the Advisory Committee.

AP	David Livey	To share the NUS Scotland risk register with the Advisory Committee.	08/01/18
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10.5. It was agreed that a review of SAAS major risks to allow comparison with those of the strategic partners should be considered by the Advisory Committee at all future meetings.

AP	Anne McNee	To include as a standing item on future Advisory Committee agendas.	24/01/18
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10.6. A new version of the risk organogram had been created but was yet to be signed off.

AP	Anne McNee	To provide the final version of the risk organogram to Advisory Committee for endorsement.	7/2/18
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11. External Audit – Action Plan for 2016-17

AC(17-18)2-9

11.1. It was reported that the External Audit ISA260 Audit Findings had recommended longer term financial planning than the one-year planning period currently in place which accords with SG requirements. It was unfortunate that the HES representative was not present to contribute to the discussion and it was agreed that this should be followed up outwith the meeting. CNOD noted that they used to operate a 3-year rolling budget providing indicative financial plans. However, due to financial uncertainty and volatility, they were no longer able to do this.

AP	Roddy MacDonald	To share information regarding longer term financial planning within HES.	07/02/18
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11.2. The External Auditors had provided SAAS with details of a strategy used by another organisation and this will be considered at the February 2018 meeting of the SAAS Board.

AP	Kathy Patterson	To consider the longer term financial planning strategy provided by External Auditors at the next AC meeting.	07/02/18
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12. Brexit Update

AC(17-18)2-10

12.1. A background paper provided by SAAS was considered by the Advisory Committee to be extremely helpful. It was noted that SAAS was proactive in contributing to all discussions taking place to discuss Brexit and the impact on students. Whilst it was agreed that it was useful at this stage to identify those areas of student activity which might be affected (eg Erasmus) and consider these jointly with stakeholders, it was acknowledged that there was little more to be done at present until there was greater clarity on the impact of Brexit for students, HEIs, SG and other stakeholders.

13. Any other business

13.1. In view of the fact that the Advisory Committee had been in existence for 18 months (having emerged from the previous Strategic Board), it was agreed that it was timely to undertake a review of the Committee. The Chair would hold informal meetings initially with each member of the Advisory Committee and would report back to the SAAS Board and the Committee in due course. This initiative would form part of the governance review being undertaken by SAAS.

AP	Kathy Patterson	To report back on the review of the Advisory Committee.	27/06/18
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13.2. A request was made for meeting dates for the coming year to be provided as soon as possible to ensure availability within diaries. It was reported that this would be available and circulated in December 2017.

AP	Secretariat	To supply the 2018 meeting dates to Committee members.	12/01/18
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Date of next meeting: Wednesday 7 February 2018

Annex – Action points reviewed at meeting

#	Reference	Date raised	Action point	Action officer	Date due	Status	Latest update
1	1718-3	07/06/17	To review how to work together with Health colleagues in light of the projected overspend for NMSB budget and produce a paper detailing discussions to bring back to the next Advisory Committee.	Audrey Shimmons & Janet McVea	07/07/17	In progress	30/11/17 An update was to be brought to the next Advisory Committee meeting.
2	1718-7	07/06/17	To review the Risk Governance organogram, in particular the reporting flow.	Anne McNee	30/07/17	In progress	29/11/17 Final version of the Risk reporting structure organogram to be circulated to the Advisory Committee for endorsement.