

**MINUTES OF THE THIRTEENTH MEETING OF SVUK BOARD HELD AT 36
PARK ROW, LEEDS, LS1 5JL ON WEDNESDAY 8 OCTOBER 2008**

Present

Professor Derek Fraser (Chair)
Mike Allmond, Director
Sue Brown, Director

Also present:

Susan Edge, Chief Officer, SVUK
Ivor Jones, Deputy CEO, Executive Director Strategy & Business Development,
LLUK
Dr Tony Holloway, Executive Director, Corporate, LLUK from agenda item 7
Sonia Modray, Interim Finance Director, LLUK from agenda item 7
John Clark, Verification Services Manager, SVUK
Mary Corbally, Standards Verification Manager, SVUK

Agenda item 1: Apologies

1. Apologies were received from:
Sara Mogel, Director
Steve Drowley, Director
David Hunter, Chief Executive, LLUK

Agenda item 2: Minutes of meeting held 8 July 2008, London

2. The minutes were approved as an accurate record.

Agenda item 3: Matters arising of 8 July minutes

Paragraph 3, Nominations for a 6th board member

3. The board was advised that the Deputy Company Secretary is still pursuing the Institute of Directors, Chamber of Commerce or Union Learning (TUC) for suitable nominees and this action is on-going.

ACTION: DEPUTY COMPANY SECRETARY

Paragraph 5, Remuneration Committee

4. The board received the terms of reference for the joint LLUK and SVUK Remuneration Committee and agreed to adopt the terms of reference.

Paragraph 8, Memorandum of Understanding

5. The memorandum of Understanding is listed on the agenda for discussion under SVUK paper 40/08.

Paragraph 10, Board dates 2009

6. The schedule of board meeting dates for 2009 is listed on the agenda for discussion under any other business.

Paragraph 27, Corporate business – Authorised signatories

7. The board confirmed their original decision (SVUK board meeting 11 April 08, paragraph 29) clarifying their intention that the Company Secretary and Head of Finance should be added to the "Panel B" signatory list for the Bank mandate.

Agenda item 4: Declarations of interest

8. There were no relevant declarations of interest for this meeting.

Agenda item 5: Chair's report and business

9. Chair reported that he will be attending the LLUK Council on 23rd October and would be presenting a positive view of SVUK and its financial contribution to the parent company.

10. Chair confirmed the board's intention to support and adopt where possible a single employment policy for the group with policies being submitted to the SVUK board for consideration or endorsement.

Agenda item 6: LLUK update – Ivor Jones

11. Re-licensing – The Deputy CEO, Executive Director Strategy & Business Development, provided the board members with a summary of the activities to be undertaken as part of the re-licensing application. It is anticipated that LLUK will be part of the third tranche of SSCs to have their applications assessed.

12. Research and Intelligence – It was reported to the board that the draft LLUK Research Strategy 2008-09 had been prepared by the Head of Research and Intelligence and this is to be circulated for final comments during October.

13. The board also were advised that LLUK are working with DIUS to develop a global skills strategy which will be announced by the Secretary of State at the annual AoC conference in November.

14. There have also been some changes to the constituencies and constituency panels. As a result they should be more responsive to constituencies across the UK and political parties.

15. DIUS had requested a meeting with the Deputy CEO on 6th October 2008 to advise that funding reductions will be required in 2009/10 and 2010/11 subject to negotiation and agreement between LLUK and DIUS. This was as a result of the current economic climate and pressures on funding.

Agenda item 7: Chief Officer's report of activities since the last Board

Narrative Progress Report and updated 08-09 Business Plan (July – September 2008)

16. The Chief Officer introduced paper 34/08 and explained that the format now incorporated the committee report template as agreed at the 8 July board meeting, and which related to both narrative and traffic light reports. The board received and accepted the report.

17. The Chief Officer introduced paper 35/08 and the board received and accepted the report and noted that positive progress had been made.

Updated SVUK Risk Register

18. The Chief Officer introduced paper 36/08 and the board received and accepted the updated risk register.

SVUK skills pledge

19. The Chief Officer provided the board with a verbal update to the board regarding the SVUK skills pledge. She has registered SVUK to sign the pledge by the end of the year. Since the original pledge signed by LLUK, changes have been introduced allowing additions to the pledge to customise this to the nature of the business.

20. The identified training and development and infrastructure requirements will be incorporated within the 2009/10 business plan.

Agenda item 8: Financial Reports

Financial Report – August 08

21. The Interim Finance Director, introduced paper 37/08 together with Annex A Income and Expenditure account and Annex B Balance Sheet for the period to the end of August 2008. The board received and accepted the report and in the discussion, the following points were made:

- It was noted that the year to date actual and forecast differed due to a number of operational issues, however, at this point in the financial year, it does not pose a significant cause for concern.
- The board noted and accepted the Income & Expenditure account to end August 2008.
- The board noted and accepted the Balance Sheet as at 31 August 2008.

Draft Financial Accounts

22. The Interim Finance Director, introduced paper 38/08 and the board received and accepted the report in the discussion, the following points were made:

- Changes to the Company Secretary appointment on page 5 should be deleted.

ACTION: INTERIM FINANCE DIRECTOR

- Note 4 - Due to the changes in the chart of accounts, there has been a reduction in trade debtors and increase in accrued income and other debtors.
- Note 6 - The amendment to the company pension scheme contribution at note 6 was accepted.
- Note 9 – Profit and loss account is impacted by the previous gift aid payment.

23. The board approved Chair's action to sign the letter of representation from the auditors.

24. The board approved Chair's action to sign the final accounts subject to there being no material changes to the accounts.

25. The board approved Chair's action to approve the Gift Aid payment should the figure be reasonable and appropriate in the light of the final accounts.

Financial regulations - Bank Signatories

26. No paper was presented, and this item was dealt with under Agenda item 3 above.

Agenda item 9: Corporate business

Memorandum of Understanding between LLUK and SVUK

27. The Chief Officer introduced paper 40/08 and the board received and accepted the report and requested that this be reviewed annually and an update to be provided in October 09.

ACTION: CHIEF OFFICER & EXECUTIVE DIRECTOR, CORPORATE

28. The board approved Chair's action to sign the final Memorandum of Understanding between LLUK and SVUK subject to there being no material changes requested by LLUK Council.

Employee survey results

29. The Chief Officer introduced paper 41/08 and the board received and accepted the report and requested that this be reviewed in October 09 with a comparison of the 2008 and 2009 results.

ACTION: CHIEF OFFICER

Stress at work policy

30. The Chief Officer introduced paper 42/08 and the board received and adopted the policy. It was requested that Action plan template be amended to "Some key milestones and dates for the employee *or manager* to reach".

ACTION: HEAD OF HUMAN RESOURCES

Sickness absence policy

31. The Chief Officer introduced paper 43/08 and as there are no identified changes board adopted the policy for a further twelve months.

Agenda item 10: Any other business

Periodic reports to the board

32. It was agreed by the board that periodic reports would be submitted at the autumn meeting unless by exception it was necessary to notify the board earlier.

Board meeting schedule 2009

33. The board members agreed the following dates and locations for the meetings in 2009:

Wednesday 21st January 2009 – Chamber of Shipping, London

Monday 9th March 2009 – 36 Park Row, Leeds

Thursday 11th June – Chamber of Shipping, London

Tuesday 13th October – 36 Park Row, Leeds

Date and location of next meeting

34. It was agreed that the next SVUK board meeting would be held on:

21 January 2009 @ 11:00

Location – Chamber of Shipping, London

SVUK

October 2008