

**MINUTES OF THE ELEVENTH MEETING OF SVUK BOARD HELD AT
CHAMBER OF SHIPPING, CARTHUSIAN STREET, LONDON, EC1M 6EZ ON
FRIDAY 11 APRIL 2008**

Present

Professor Derek Fraser (Chair)
Mike Allmond, Director
Sara Mogel, Director
Steve Drowley, Director

Chair took the opportunity formally to welcome Steve Drowley of the University of Wales Institute Cardiff (UWIC) to the board meeting.

Also present:

Susan Edge, Chief Officer, SVUK
John Coke, Interim Executive Director Finance, Corporate Services and Human Resources, LLUK
Sonia Modray, Interim Finance Director, LLUK
John Clark, Verification Services Manager, SVUK
Mary Corbally, Standards Verification Manager, SVUK

Agenda item 1: Apologies

1. Apologies were received from
Sue Brown Director
David Hunter Chief Executive, Lifelong Learning UK,

Agenda item 2: Minutes of meeting held 3 January 2008, Leeds

2. Subject to a minor amendment to include "be" in Paragraph 23, the minutes were approved as an accurate record.

Agenda item 3: Matters arising

Paragraph 23 of previous minutes: Financial Reports

3. Update provided at Agenda item 9 (paper 21/08)

Paragraph 24 of previous minutes: Financial Reports

4. Update provided at Agenda item 9 (paper 25/08)

Agenda item 4: Declarations of interest

5. It was noted by the chair that where a potential conflict might arise, there should be a three way dialogue to agree how to address the conflict prior to the board meeting. There were no relevant declarations of interest for this meeting.

Agenda item 5: Chair's report and business

6. Chair advised that he continues to keep in touch with SVUK activities and developments through the chief officer's weekly reports. There is a need for the board to grow further due to the increased requirement to be represented across a range of activities and other commitments. This can cause issues

of availability. Several of the board members now sit on additional committees and it would be beneficial to have the support of a sixth board member.

There have been no recommendations for the possible sixth board member to date and the Director's role description is to be circulated. The Board identified some specific characteristics which would add to the collective range of experience and complement the board composition, possibly someone with a commercial background to assist with income generation. It might be appropriate to make approaches to the Chamber of Commerce, Institute of Directors or CBI or other Sector Skills Councils. – The Nominations Committee to be approached for suitable recommendations.

ACTION: CHIEF OFFICER/COMPANY SECRETARY

Agenda item 6: Board Members Report

7. Audit Committee – Mike Allmond reported that the Audit committee had met on 12 March 08.

In a helpful discussion, it appears the primary issue for the SVUK accounts is the treatment of funds received in 2006-2007 for a specific project but not spent during that period. The Board agreed on a preferred approach subject to legal and financial advice being obtained. These recommendations and views of the auditors are to be provided to the July board meeting.

ACTION: INTERIM EXECUTIVE DIRECTOR FINANCE, CORPORATE SERVICES AND HUMAN RESOURCES

It was also reported that the next audit committee would take place 21st April in Leeds.

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

8. The Chief Officer introduced paper 12/08 Narrative Progress Report (January – March 08) and the Board received and accepted the report.

9. The Chief Officer introduced the updated Progress against the Business Plan (paper 13/08) and the Board received and accepted the report. In the discussion, the following points were also made:

- Endorsement – Multimedia - Video Conferencing facility is now working but only between Leeds and London. The facility now needs to be widened externally to allow for efficient practice such as virtual panels.
- GPRLS – As launch of the scheme was delayed to November 07, there have been no applications submitted and the milestone for processing them has not been met. As a result, funding will not be drawn down for this milestone.

Agenda item 8: The Year Ahead

10. The Chief Officer introduced the Strategic Plan 2008-2011 (paper 14/08) and the Board received the submission. In the discussion, it was noted that the format has been changed incorporating the LLUK objectives, key functions and work areas, SVUK's Quality policy and SVUK Values and Principles. The amendments proposed by the board will be made and the Strategic Plan will be transferred into a final published document.

- The company profile page to be amended to remove the reference to the size of the business
- Commitment to our customers and what they can expect from SVUK needs to be reflected within the Strategic Plan.
- The SVUK link to LLUK strategic objectives needs measurable outcomes

ACTION: CHIEF OFFICER

The board agreed to endorse the strategic plan for the proposed period of 3 years.

11. The Chief Officer introduced the Business Plan 2008 – 2009 and appendix A Training Plan (paper 15/08) It was noted that the bids had been submitted to DIUS and whilst some minor reformatting was required, the amounts submitted for each contract were agreed in principle. The Board accepted and approved the submission.

12. The Chief Officer introduced the updated Risk Register paper 16/08 and the Board received and accepted the submission.

13. The Chief Officer introduced the Pay Review 2008 paper 17/08 and the Board received and approved the submission.

14. The Chief Officer introduced the SVUK Quality Manual paper 18/08 and the Board received and approved the submission. In the discussion, it was noted that this was a very comprehensive document and the following point was requested:

The company profile page to be amended to remove the reference to the size of the business.

ACTION: VERIFICATION SERVICES MANAGER

15. The Chief Officer introduced the revised SVUK panel terms of reference for Endorsement and Recognition paper 19/08 and the Board received and approved the submission.

16. The Chief Officer introduced the amendment to SVUK financial regulations – Section 13.4 paper 20/08 and the Board received and approved the submission.

Agenda item 9: Financial Reports

17. The Interim Finance Director introduced paper 21/08 Financial Report (January – March 08) and the Board received and accepted the report. In the discussion, the following points were also made:

It was noted that the year end forecast provided an estimate position and would therefore vary when replaced by actuals.

18. The board noted and accepted the balance sheet paper 22/08 for 28 February 08.

19. The board noted and accepted the income & expenditure paper 23/08 year to February 08.

20. The Interim Finance Director introduced paper 25/08 SVUK Corporation Tax status options and the Board received and accepted the submission. In the discussion, the following action was agreed:

Ascertain for the next board meeting in July whether LLUK would provide a guarantee to SVUK in relation to its financial obligations for winding up in return for continued Gift Aid payments.

ACTION: INTERIM EXECUTIVE DIRECTOR FINANCE, CORPORATE SERVICES AND HUMAN RESOURCES

21. The Interim Finance Director introduced paper 24/08 SVUK profiled Budget Forecast 2008-2009 which is subject to approval by DIUS and contracts being issued and the Board received and accepted the submission.

Agenda item 10: Corporate business

22. The Interim Executive Director Finance, Corporate Services and Human Resources introduced the update on LLUK Group paper 26/08 and the Board accepted the submission. In the discussion that followed, the following points were also made:

23. Staff Performance Appraisals – A somewhat improved appraisal scheme will be launched in LLUK mid-April 08, with a significantly improved scheme being run at the half year. This will be submitted to the next board for approval and adoption.

ACTION: INTERIM EXECUTIVE DIRECTOR FINANCE, CORPORATE SERVICES AND HUMAN RESOURCES

24. General Update item 3 point 4 - The marketing function for SVUK will be provided in Leeds by the Operations Marketing team which has just been established to support Catalyst.

25. Finance Project – Whilst this is critical in order to meet the LLUK audit requirements, the finance manual still needs to reflect the needs of SVUK.

26. The Interim Executive Director Finance, Corporate Services and Human Resources introduced paper 27/08 Memorandum of Understanding and Service Level Agreement and the Board accepted the submission and the agreed with the proposal for the chairs to meet and discuss further.

ACTION: INTERIM EXECUTIVE DIRECTOR FINANCE, CORPORATE SERVICES AND HUMAN RESOURCES

Agenda item 11: Any other business

27. Circulation of LLUK Council and Committee minutes.

The board considered the proposal and requested that only the minutes for LLUK Council should be circulated.

ACTION: DEPUTY COMPANY SECRETARY

28. Schedule of Council/SVUK Board

To assist with timely acceptance of papers for approval such as the Gift Aid and Audited Accounts, dates of Councils to be co-ordinated and a schedule established for submission to the board for consideration.

ACTION: CHIEF OFFICER/INTERIM EXECUTIVE DIRECTOR FINANCE,
CORPORATE SERVICES AND HUMAN RESOURCES

29. Additional Bank Signatory:

The Interim Finance Director requested that she be added to the Bank mandate to assist with the day to day authorisation of payments. This was agreed in principle on the basis that SVUK signatory combinations in the SVUK financial regulations are updated to reflect this and that does not allow both to be LLUK signatories on the payment. A formal resolution to this effect will therefore be put to the next board.

ACTION: INTERIM FINANCE DIRECTOR

Date and location of next meeting

30. It was agreed that alternative dates for the 10th July meeting would be circulated for the next SVUK Board Meeting due to be held on:

Revised date

8 July 08 @ 11:00

Location - Chamber of Shipping, Carthusian Street, London

SVUK

April 2008