

**PERFORMANCE COMMITTEE – 7 NOVEMBER 2023** For approval

Minutes of the nineteenth meeting of the Performance Committee held on Tuesday  
16 August 2023 at 10am by Microsoft Teams.

**Members**

- \* Ms A Davis (Convenor)
- \* Mrs J Handley
- \* Ms M Wailes

**Officers**

- \* Mr M Baxter
- \* Ms J Blair
- \* [REDACTED]
- \* Mr J Booth
- \* Mr M Campbell
- \* Mr A Dickson
- \* Mrs D Mahmoud
- \* Mr J McMorris
- \* Ms Y Raven
- Ms F Robertson
- \* Dr G Stewart
- \* Mr M Ware

**In attendance**

- \* Mr S Borley, SQA (until PC19/6 only)
- \* Ms S Coyle, SQA (PC19/8 only)
- \* Mrs J Faulds, SQA (PC19/9 only)
- \* [REDACTED], SQA
- \* [REDACTED], SQA
- \* Mr D Middleton, SQA Chair
- \* [REDACTED], SQA

\* indicates present

**19/1 WELCOME AND APOLOGIES**

The Convenor welcomed everyone to the nineteenth meeting, and it was noted that apologies for absence were received from the Chief Executive.

**19/2 DECLARATION OF ANY CONFLICTS OF INTEREST**

There were no conflicts of interest declared on the agenda.

## 19/3 PREVIOUS MEETING

### i **Minutes from previous meeting**

The minutes of the eighteenth meeting held on 16 May 2023 were approved as an accurate record of the meeting.

### ii **Action Grid**

The Committee noted that there were no open actions.

### iii **Workplan**

It was highlighted that the SQA's Environmental Strategy would be scheduled into the workplan.

The Committee noted the contents of the workplan.

## 19/4 MATTERS ARISING

There were no matters arising.

## 19/5 QUARTERLY PERFORMANCE REVIEW – Q1

██████████ provided an overview of the Quarterly Performance Review (QPR) that covered the period April to June 2023, reporting that the Corporate Outcomes remain unchanged from the previous quarter update; three assessed at green and two at amber. It was noted that the Performance Framework was updated to reflect 2023-24 priorities and the addition of a new deliverable around SQA's Work-Based Learning Strategy. She went on to highlight the deliverables that had changed in RAG status and context about what had changed was provided.

During the discussion, the Committee:

- Commended the separate session that had been provided to them on the new Work-Based Learning Strategy deliverable.
- Noted that SQA were on track to close out all the EHRC Section 23 Agreement conditions by September 2023 and that the SQA Board would be updated prior to submission of the final report.
- Enquired around the numbers regarding the Estate Occupancy. It was noted that the redesign of the office spaces had been developed through the Smarter Working Programme, however, the number of colleagues returning to the office were not coming to fruition. Management were encouraging the use of office space, whilst looking at different options.
- Were assured that managements priority continued to be the health and wellbeing of the staff and continued to encourage regular teams and one-to-one meetings.
- Noted that although the Internet Resilience project had been delayed due to the availability of resources and hardware progress had been made and the RAG had moved to amber. Reassurance was provided that there was no risk to internet service provision.

- In response to a query around the Candidate Advice Line (CAL) it was noted that this was operated by volunteers from across the organisation, who received full training. Whilst CAL volumes were broadly in line with 2022 volumes, the number of e-mail enquires had increased.

#### 19/6 **STRATEGIC BEST VALUE AND FINANCIAL IMPROVEMENT PROGRAMME**

Mr Dickson provided a verbal update to the Committee highlighting that positive progress continued across all the workstreams within the Financial Improvements Programme.

#### 19/7 **COMMITTEE STANDING ORDERS**

Mr Baxter presented the Committee Standing Orders as per the annual review schedule, noting that it was a critical document, and some minor amendments were proposed.

In addition to the proposed amendments, the Committee agreed that the narrative around the number of days for late items for business (Ref 9.4) should be clarified that it was calendar days.

The Committee discussed the quorum to conduct business and it was acknowledged that this was out with the control of SQA due to the hold on recruitment for new Board members by the Scottish Government. After consideration, it was agreed that there was a need to keep the current level of quoracy to maintain the effectiveness of the Committee, despite the increased level of risk. SQA would continue to monitor to carefully.

The Committee endorsed the amendments and agreed that the Standing Orders would be presented to the SQA Board for formal approval at its September meeting.

#### 19/8 **SQA HEALTH AND SAFETY ANNUAL UPDATE**

Mrs Jacqui Faulds, Head of Appointee Management, was welcomed to the meeting who provided a comprehensive overview of the health and safety activities during the financial year 2022-23 and the planned activities for 2023-24.

She was pleased to advise that SQA had achieved their ninth consecutive Gold Award in the internationally renowned Royal Society for the Prevention of Accidents (RoSPA) Health and Safety Awards and this was commended by the Committee.

Mrs Fauld left the meeting.

#### 19/9 **EXIT DATA OVERVIEW**

Ms Sharon Coyle, Head of Human Resources, was welcomed to the meeting.

The report provided the Committee with an analysis of leavers data covering the period 30 June 2021 to 30 June 2023. Ms Mahmoud went on to present the report in detail and drew particular attention to the relatively consistent number of leavers over the last two years, except for a small spike in June 2022, and that turnover rates had returned to pre pandemic levels.

Following a comprehensive discussion on the report, the Committee acknowledged that SQA could see an increase in staff turnover, and given the timing, it was probable that this was as a direct result of the delay in the replacement of SQA.

Ms Coyle left the meeting.

**19/10 FOCUS FOR NEXT MEETING**

The Committee considered the items for the next meeting and agreed the agenda would be established from the workplan.

**19/11 ANY OTHER BUSINESS**

There was no further business raised.

**19/12 DATE OF NEXT MEETING**

The next meeting of the Committee would take place on Tuesday 7 November 2023 and would be held by MS Teams.

**PFN 1 Meeting Dates 2024**

The Committee noted the dates presented.

**PRIVATE SESSION**

**Review of Effectiveness**

The Committee members undertook a private session to review its own effectiveness.