

Meeting	Management Advisory Board
Meeting date	28 August 2025
Meeting time	10:00-13:00
Meeting location	SPPA Tweedbank (Hybrid)

Members in attendance	Mark Adderley	Non-executive Board Member
	Norman McNeil	Non-executive Board Member
	Clare Scott	Non-executive Board Member
	Mark Tarry	Non-executive Board Member
	Alan Wright	Non-executive Board Member
	Stephen Pathirana	Chief Executive Officer, SPPA
	John Burns	Chief Financial Officer, SPPA
	Iain Coltman	Head of Policy, SPPA
	Christopher Nairns	Chief Operating Officer, SPPA
	Stuart MacArthur	Head of Strategy, Governance and Comms, SPPA
	Debbie Trafford	Head of People and Place, SPPA
Other attendees	Heather Carson	Deputy Director, Corporate Hub, Corporate Transformation and Workplace Directorate, SG
		Strategy and Business Planning Manager, SPPA
		Governance, Risk and Control Manager, SPPA
		Customer Service Manager, SPPA
Observers	Kate Thomson-McDermott	Deputy Chief Executive Office, SPPA (from 1 September 2025)
Apologies	Jane Malcolm	MAB Chair
	Lesley Fraser	Director General: Corporate, SG
Minute taker		Corporate Governance Manager, SPPA

1. Welcome and apologies

- 1.1 SPPA CEO welcomed everyone to the meeting and explained that as the Chair had taken unwell, he would be managing the meeting; further

apologies were noted from DG: Corporate. The Board wished the Chair a speedy recovery.

- 1.2 SPPA CEO noted that this was the last MAB meeting of members Clare Scott and Mark Adderley and thanked them both for their service and valuable contribution during their tenure.

2. Declaration of interests

- 2.1 There were no changes to committee members' Register of Interests however one non-executive member highlighted a known declaration of interest in the business to be conducted; this did not require preclusion from the discussions.

3. Actions from previous meetings

- 3.1 The committee noted that wording on action MAB0225.01 did not accurately reflect the process which had taken place to sign off the DIAA audit plan so it was agreed this would be amended and updated to reflect that DIAA had now signed off the 2025-26 plan.
- 3.2 No further comment was made on the action tracker updates.

4. Audit & Risk Committee Update

- 4.1 The ARC Chair highlighted the minutes of the meeting held on 29 July 2025 and 2025-26 Annual Report, which had been shared with the Board, and outlined:
- ARA progress and regular monthly updates to ARC
 - Deep Dive held on 24 July 2025 highlighted finance pressures impacting Remedy and BAU
 - The need for improved project governance, including high level project outcomes being shared with ARC
 - ARC TOR and agenda planning work
 - Advice on assurance mapping which ARC provide to the Agency
- 4.2 The Committee queried the data breach volumes and trends, and it was noted that ARC has requested more detail from SPPA on this.

5. Digital Strategy for pension platform modernisation

- 5.1 The Board held an early exploratory discussion on further modernisation of the pension platform, considering timing, potential budget implications and long-term sustainability. Key points included:

- The Board was pleased to be involved in the early stages of the Agency's thinking, exploring many potential options
- The Board suggested it was sensible to get more value from the existing platform
- Next steps should include a full options appraisal and plan for procurement project timeline
- Desire for MAB and ARC to be engaged in project going forward

5.2 The SPPA CEO thanked the Board for their helpful feedback and confirmed SPPA will seek further Board input as the strategy develops.

6. Any other business

6.1 The SPPA CEO thanked the Board for their continued support and advice, and wished Clare Scott and Mark Adderley a final farewell, with thanks and appreciation for their service.

6.2 The meeting closed at 12:45.

Version Control		
		Version number
Date minutes sent to chair	10 September 2025	0.1
Date approved by chair	22 September 2025	V0.4
Date approved by board/committee	23 September 2025	V1.0
Date of publication	26 September 2025	V1.0