

### Welcome, Apologies, and Declarations of Interest

The Chair welcomed everyone to the meeting, and noted apologies. No declarations of interest were made.

### Chairman's update

The Chair confirmed that Non-Executives would have a short 15-minute meeting immediately prior to each future Board meeting.

The Chair would be looking at the governance structure of the Financial Capability Board, Debt Advice Steering Groups (DASG) and Devolved Nations Group and expected to bring a paper to the Board in June.

The Chair had circulated documents from the Inclusive Economy Partnership and wished to ensure that financial capability was included in the National Strategy.

### Minutes of the previous Board meeting 26 March 2019

The minutes of the Board meeting held on 26 March 2019 were approved.

### March 2019 Chief Executive Officer (CEO) Report

The CEO reported that he and the Chair had met the Debt Advice Steering Group.

The CEO updated the Board on recent commissioning of debt advice contracts.

The CEO also updated the Board on the staff consultation process.

### March 2019 Operational Executive & Director Reports

The new Chief Financial Officer (CFO) introduced himself to the Board. There was a discussion about the office refurbishment specification and the Board were updated on planned improvements, technology requirements, training for new ways of working and a proposed desk booking system.

The Digital Marketing and IT (DMI) Director reported that approvals had been received to procure the digital enablers of the Content Management System and the identity system for the Non-Commercial Dashboard. He also noted that the same technologies would be beneficial or re-used to deliver the Piloting Advisor Capacity Efficiency (PACE) project, and other efficiencies arising from the merging of the three previous organisations. The Board supported this approach.

### Staff Consultation Update

The new proposed structure was discussed.

The Board agreed to give the Remuneration and People Committee delegated authority to approve the new structure.



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## **Pensions Dashboard Update**

The CEO updated the Board on the Department for Work and Pensions (DWP) Programme Board meeting. There had also been a meeting between the DMI team and key Non-Executive Directors to discuss the project.

The Board noted the update and agreed that the set-up work should continue as planned. The Board also noted that regular updates would be provided to the Board until the Industry Delivery Group (IDG) and Money and Pensions Service (MaPS) Scrutiny Committee were fully established with agreed final Terms of Reference and reporting protocols.

## **Nomination Committee Terms of Reference**

The Board approved the Terms of Reference for the Nomination Committee.

## **Approval of Non-Executive Director and Chair 2019/20 Objectives**

The Board approved the Chairman's and Non-Executive Director's 2019/20 Objectives.

The CEO's Objectives were to be reviewed at the next meeting.

## **Appointment of Chief Financial Officer for ratification**

The Board agreed the appointment of the CFO and their remuneration, subject to DWP approval.

## **Audit Risk and Assurance Committee (ARAC ) Update**

The Chair of ARAC updated the Board on the recent sub-committee meeting. Work was ongoing on the risk register. Separating the national plan from the corporate and business plans was suggested.

The Chair of ARAC reported that the risk appetite statement would be returned to the Board in a finalised version.

## **Measuring the debt advice provision needed**

The Board revisited the figures presented at the last Board. Further work was required, and this would be brought back to the Board showing original and updated data. The Board requested a paper on trusted data providers.

## **Quality measures for funded debt advice services**

It was reported that Citizens Advice had signed the updated grant agreements. The Board asked for a briefing note describing the interim measures MaPS was to take to ensure quality of debt advice provided by third parties. This was to be provided with the final proposals for grants in 2020, with the compliance regime that accompanied the new structure proposals.

## **Board and Committee dates 2019**

The Board noted the 2019 dates. The Chair asked for the first quarter 2020 dates at the next meeting.

## **Any Other Business**

Behavioural Change Research Project: following discussion, the Board was to commission the Behavioural Research Baseline Project in 19/20.

Board Induction: the Board asked for an update at the next meeting.