Finance Committee
of the
Directors of The Promise Scotland (SC693269)
on Thursday 6 February 2025 at 14.30-15.30
at The Promise Scotland office and online

APPROVED MINUTE

Attendees - Directors

Jim Savege (JS)	Chair
David Garbutt (DG)	Director
Fraser McKinlay (FMK)	Director and Chief Executive
Jackie Brock (JB)	Director

In attendance - The Promise Scotland

Morag Burnett (MB)	Head of Governance & Operations (minutes)
Asima Hussain (AH)	Finance & Central Services Manager

1. Welcome, apologies and purpose of meeting
Jim Savege (JS) welcomed Directors of The Promise Scotland to the 2025 Finance Committee. He noted that its purpose was to review and discuss the budget for 2025/26 for recommendation to the full Board.

2. Declarations of interest
There were no interests to declare in relation to the business of the meeting.

3. Minutes of previous meeting
The Minutes from the 2024 Finance Committee were approved in the Directors' meeting on 29 February 2024 and were included in the pack for reference. All matters on the action log are complete or in hand.

4. Draft Budget 2025-26
Asima Hussain (AH) introduced Papers 2 and 2a and updated the Finance committee on the budget process and the management of the Scottish Government grant. The budget is straightforward with no planned increase or decrease for this year. Morag Burnett (MB) and Fraser McKinlay (FMK) have had conversations on the process with the Scottish Government and FMK has had verbal assurance that The Promise Scotland will receive the indicative amount contained in the current grant letter. 2025/26 is the last of the three-year indicative budget commitments in the grant letter.

Directors reviewed the main budget categories and requested clarification on the shift in percentage spend across the headings.

FMK explained that projects are in the main delivered by the team and therefore resourced from salaries and core costs. The project costs line allows support and expertise to be brought in when required. The project budget presented to Directors is based on projected spend in the current year, which included one-off costs to develop Plan 24-30.

Directors discussed striking the right balance between staff, core and project costs. They requested assurance that the best allocation was being made of resources and the experienced team. FMK undertook to review the figures presented and rebalance core and project costs before the budget is taken to the full Board.

FMK drew Directors' attention to the break clause in the lease for the current office premises. He confirmed that office arrangements are being reviewed, and a paper would be circulated to the committee before a final decision by the full Board is taken in the autumn.

Directors asked when written assurance of the grant amount would be received from Scottish Government officials. Once Directors approve the budget (in their meeting on 18 February), FMK confirmed that he would write to officials requesting confirmation as soon as possible.

The Chair summarised that Directors are assured by the budget process, which has matured since last year. Directors are content to recommend the budget to the Board with some changes to articulation in terms of balance between projects, staff and core expenditure. Directors are assured with engagement with government officials and would like early written confirmation of the grant.

5. Pay Policy

MB gave a brief reminder of the pay policy and cost-of-living uplift process. Directors reaffirmed the three principles (equitable, comparable and fair) and confirmed that they are content with the coherent methodology and process.

JS will meet with the Board Chair to set senior team uplifts. JS and FMK will meet to agree the overall uplift range, taking account of comparator organisations and the public sector pay strategy.

JS requested that a comparison between December CPIH in 2023 and 2024 be provided as context for the meetings.

5. Any other business

No other business.

Governance Principles

Independence – Assurance - Proportionate – Transparent