

## Service Development Committee – Terms of Reference

### **Purpose**

The purpose of the Service Development Committee is to oversee on behalf of the Skills Development Scotland (SDS) Board a forward looking programme of service design and development in respect of SDS's key strategic services. The service development programme should ensure that SDS's future services to customers and our engagement with stakeholders and partners fully support effective and efficient delivery of Scottish Government policy and enable SDS to achieve its strategic vision, objectives and goals and deliver improved customer outcomes.

### **Responsibilities**

On behalf of the SDS Board, the Service Development Committee will oversee, monitor and review the following matters:

- Development of future corporate strategy as articulated through the SDS Strategic Plan (2022-2027).
- Service development and business change covering priority development themes and supporting topics/workstreams through Transform 27.
- Review regular Equality and Diversity updates to ensure oversight on outcomes of the strategy.

### **Membership/Composition**

The Service Development Committee will comprise up to a minimum of two SDS Board members (including co-opted members).

The following individuals will attend scheduled meetings:

Chief Executive  
Senior Director of Service Development & Delivery  
Senior Director of Enabling Services  
Director of Service Design & Innovation  
Head of Change Programme Management Office (CPMO)

Other individuals may attend meetings by invitation.

The Service Development Committee will be provided with a secretariat function by the Board and Committee Team.

### **Quorum**

The quorum for meetings shall be two or more Board members (including co-opted members) being present at meetings.

## **Meetings**

There will be a minimum of four separate meetings during each financial year. Meetings will normally be held in the SDS Offices, Monteith House, George Square, Glasgow or, when appropriate, at another location or via online video call.

The SDS Board or the Executive may ask the Service Development Committee to convene further special meetings to discuss particular issues on which they require the Committee's advice.

Each meeting will be minuted. Minutes will be produced and submitted to the following SDS Board meeting.

## **Reporting**

The Service Development Committee reports its activities and findings to the SDS Board. Minutes and an update from the Chair of the Service Development Committee will be provided at the following SDS Board meeting after each Committee meeting.

The Service Development Committee will also review individual service development activities at the point of transfer to 'go live' operations, to agree the handover of performance monitoring responsibility to Finance & Operational Performance Committee.

## **Review**

The forward plan for each financial year details items to be considered over the full annual cycle. This forward plan will be kept under regular review by the Service Development Committee, and amended as necessary, taking account of business also being considered through other Committees. Where matters arise in the work of the Service Development Committee that are felt appropriate for raising with the SDS Board or that merit further Committee review, these will be included within the forward plan.

The Service Development Committee will on an annual basis prepare an Annual Report - (i) business review summarising the activities during the period; (ii) self-evaluation of the Board's own performance/effectiveness and (iii) review of the Committee's Terms of Reference to ensure and affirm they are fit for purpose.

## **Skills Development Scotland August 2023**

Next Review Date November 2024