



Minutes

Extraordinary Meeting of the Board
Friday 1 December 2023 10.35am
MS Teams

Members

Malcolm Beatty OBE	Board Member
Julie Hill MBE	Board Member
Professor Dan Laffoley	Board Member
Dr Paul Leinster CBE	Board Member
Professor Richard Macrory CBE	Board Member
Natalie Prosser	Chief Executive
Dame Glenys Stacey	Chair
Helen Venn	Chief Regulatory Officer

OEP Attendees

Peter Ashford	General Counsel
Mike Fox	Head of Communications and Strategic Relations
Richard Greenhous	Chief of Staff
Angel Lai	Head of Finance and Corporate Services
Andy Lester	Head of Business Strategy and Planning
Professor Robbie McDonald	Chief Insights Officer
Craig McGuicken	Northern Ireland Lead
REDACTED	Board Secretary and Private Office Manager (Secretariat)

23.99 Apologies for absence and declarations of interest

The Board received apologies from Malcolm Beatty.

There were no new declarations of interest.

23.100 Audit and Risk Assurance Committee Annual Report to the Board

The Chair of the Audit and Risk Assurance Committee reported to the Board on the meeting of the Committee.

The Board was advised of changes made to the accounts during the audit process. These were to holiday accruals (an additional £47k which was omitted in the draft accounts), the audit fee (which increased from £38k to £41k), and the removal of the dilapidation provision (the total of which was £211k).

The dilapidation provision had been included after advice from Defra, which was later not in line with the advice from the NAO. The rest of the misstatements – five items totalling £27k - were not material.

The Board noted that the Committee recognised the risk of having an unsigned framework document.

The Board noted that the Committee had suggested amendments to the sufficiency statement to ensure cohesiveness throughout the narrative.

23.101 Annual Report and Accounts Sign Off

The Chair thanked the finance team for the work done to get the Annual Report and Accounts in order following the audit.

The Board noted the content of ARAC's report to the Board on its business in the year 2022/23. It noted the Chair's report on the Committee's meeting and the Committee's recommendation to approve the AR&A. It endorsed the Committee's proposed amendments to the sufficiency statement.

The Board noted that Natalie Prosser, as Accounting Officer, has reviewed the AR&A and is satisfied that the information contained within is accurate.

The Board noted that the ministerial review is currently occurring. We have had minor comments from DAERA, which we have incorporated.

The Board AGREED the annual report and accounts. It AGREED to delegate the approval of any non-material amendments to the annual report and accounts and Letter of Representation in light of the Board's discussion to the Chief Executive in consultation with the Chair. It noted that its discussion would not lead to any material amendments.

23.102 Any other business

The Board encouraged the production of a two-page summary of the Annual Report and Accounts for circulation to stakeholders. The Executive will consider this. ACTION Head of Business Strategy and Planning.