



**Confirmed minutes of the twenty-seventh meeting of the JNCC
Support Co held on 20 June 2013 at JNCC, Monkstone House,
City Road, Peterborough**

This paper was provided to the Board for decision/discussion or information.
Please refer to the minutes of the meeting for Board's position on the paper.

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Present

Mr Archdale (via video conference)
Dr Bridgewater
Dr Brown
Mr Casement
Mr Christensen
Mr Duke
Dr Goold
Professor Matthews
Mrs McQueen
Mr Parry
Mr Rose
Dr Walker
Judith Webb
Mr Yeo

In attendance

Mrs Bennett (item 8)
Dr Gibson
Mr Platt

Apologies: Professor Hill, Professor Kaiser, Mr Thin

1. Dr Bridgewater's opening remarks

- 1.1 Dr Bridgewater welcomed Professor Matthews, Chairman of Natural Resources Wales.
- 1.2 Dr Bridgewater paid tribute to Senior Personal Secretary Mrs Swift who is due to retire at the end of June and has shown great support to Committee and Board members in her role at JNCC. Mrs Swift's replacement Miss Bailey was welcomed by members.

2. Declaration of interests

- 2.1 Nothing was declared.

3. Minutes of the twenty-sixth Board meeting (BD12 M01)

- 3.1 The minutes were agreed.

4. Amendments to the June 2012 minutes (BD 13 P01)

- 4.1 The amendments were agreed.

5. Matters arising (BD 13 P02)

- 5.1 There were no matters arising from the June 2012 Board meeting.
- 5.2 Action point 9 was discussed as part of Joint Committee paper JNCC 13 P10 (Proposed changes to JNCC's governance arrangements).

6. Report from the Company Secretary (oral)

- 6.1 Mrs McQueen advised that Mr Crawley, Professor Warren and Mr Pritchard's terms of appointment had ended. Dr Walker and Professor Matthews have been appointed.
- 6.2 It was noted that all returns to Companies House had been made by the required date.
- 6.3 Amendments to governance documents will be discussed in November, at either the Committee meeting or a brief Board meeting.

7. JNCC Performance Report for 2012/13 (BD 13 D02)

- 7.1 Mr Yeo introduced the report which provided information on JNCC's financial position and progress in achieving priority performance measures for the year ending 31 March 2013. Twenty out of 21 priority performance measures were fully or substantially achieved by the end of the year.
- 7.2 The following points were made in discussion:
 - i. the Board recognises the considerable pressures on Support Co staff during this period and congratulated staff on achieving a good overall outcome;
 - ii. seven of the priority performance measures were rated amber (i.e. not fully achieved) and it was acknowledged there is always room for improvement;
 - iii. there are concerns around the failure to meet the evidence standards target and it is important that this work is progressed quickly in 2013/14;
 - iv. the report lacks information on risk, reputation and communication.
- 7.3 Dr Bridgewater advised that the Executive Management Board (EMB) would consider the comments made. An update will be given on progress with evidence standards in future Chief Executive's reports to Committee.

8. Annual Report and Accounts for 2012/13 (BD 13 P03)

- 8.1 Dr Bridgewater welcomed Mrs Bennett, JNCC's Head of Finance, to her first Board meeting.
- 8.2 Mrs Bennett introduced the paper which presented the JNCC Annual Report and Accounts for the year ending 31 March 2013.
- 8.3 Mr Duke advised that the Audit and Risk Management Committee (ARMC) had reviewed the Annual Report and Accounts and recommended that the Board approve them.

- 8.4 ARMC noted that there may be a future requirement to make a provision in relation to Chair's (past and present) pension. The amount of the provision will be calculated and included in the 2013/14 accounts if considered material.
- 8.5 An ongoing employment tribunal may require an adjustment to the accounts before they are laid.
- 8.6 The Board:
- i. approved the JNCC Annual Report and Accounts for the year ending 31 March 2013;
 - ii. authorised the Company secretary to lodge the accounts with Companies House;
 - iii. authorised the Chief Executive to arrange for the accounts to be laid before the Houses of Parliament and the Scottish Parliament;
 - iv. authorised the Chief Executive to sign the letter of representation for the year ended 31 March 2013.
- 8.7 Dr Bridgewater paid tribute to Support Co staff for their efforts in preparing the report within a very tight schedule.

9. The Audit and Risk Management Committee's Annual Report to the Company Board 2012/13 (BD 13 D03)

- 9.1 The Board noted the annual report for 2012/13.
- 9.2 The following points were made in discussion:
- i. the role of the Audit and Risk Management Committee (ARMC) and its title will be reviewed to take account of the recent Audit and Risk Assurance Committee Handbook published by Treasury;
 - ii. risk management monitoring should be an ongoing process;
 - iii. membership of the ARMC is lower than in previous years and it might be beneficial to increase membership;
 - iv. science quality assurance is an area of concern for ARMC and the Joint Committee.
- 9.3 Dr Bridgewater noted the following:
- i. that addressing the membership issue is a priority for ARMC;
 - ii. science quality assurance is recognised as a key issue for JNCC and will be discussed by the Joint Committee in November 2013.
- 9.4 The Board thanked Mr Duke and the ARMC for their work over the last year.

10. Report from the Audit and Risk Management Committee (oral)

10.1 Mr Duke gave an update report as Chair of the Audit and Risk Management Committee.

11. Any other business

11.1 There was no other business.