

**MINUTES OF EXTRAORDINARY MEETING OF THE SPPA CORPORATE BOARD  
MONDAY 25 JULY 2016**

**Present:**

Alex Smith	Chair
Sheena Cowan	Non – Executive Director
Liz Holmes	Non – Executive Director
Ross Paterson	SPPA Chief Executive
Ian Waugh	Director of Finance
Marion Chapman	Director of Corporate Services

**Apologies:** Chad Dawtry, Pam Brown

**Minutes:** Molly Wyllie

**1. Introduction**

Mr Smith thanked everyone for attending this extraordinary meeting. Mr Smith advised that the meeting had been called to approve the Agency Annual Report and Accounts 2016-17.

**2. Register of Interests**

Mr Waugh advised that he had a copy of the Register of Interests form for non-executive directors to complete and return.

**3. Agency Annual Report and Accounts 2015-16**

Mr Smith advised that following today's Audit and Risk Committee, recommendation was sought from the Corporate Board to approve the 2015-16 Agency Annual Report and Accounts. Before this was concluded, Mr Smith asked if board members had any questions about the documents.

Mr Waugh thanked those who had offered their comments prior to the meeting and explained that any questions raised have been resolved. Mr Waugh also advised that the report and accounts had been produced in line with current Treasury guidelines.

Mrs Cowan asked about the proposed Customer Board. Mr Paterson explained that this had not yet been progressed.

Mrs Cowan also asked for an update on the progress of the 2016-17 Corporate Plan and Business Plan. Mr Paterson explained that Chad Dawtry, in his role as Deputy Chief Executive, was currently working on both of these to finalise them.

Mr Smith advised that the Audit and Risk Committee had met to review the accounts and that a Reasonable Assurance standard was recommended by Internal Audit. However, SPPA will continue to work towards achieving the highest standard.

Mr Smith asked the Board for their recommendation to approve the Annual Report and Accounts and that these be signed by the Responsible Officer. This recommendation was accepted by the board.

#### **4. AOB**

No other business declared.

Mr Smith closed the meeting and again thanked everyone for their attendance.