



JNCC Support Co 31st Meeting Minutes Unconfirmed (non-confidential)

Date: 9 June 2016	Time: 12:30
Venue: SNH offices, Silvan House, 231 Corstorphine Road, Edinburgh, EH12 7AT	

Present

Professor Ian Bateman
Independent member

Dr Bob Brown
Independent member

Professor Colin Galbraith
Independent member

Professor Chris Gilligan
Independent Chair

Dr Madeleine Havard
Natural Resources Wales

Dr Joe Horwood
Natural England

Professor Michel Kaiser
Independent member

Dr Hilary Kirkpatrick
Council for Nature Conservation and the Countryside

Professor Howard Platt
Council for Nature Conservation and the Countryside

Mr Ian Ross
Scottish Natural Heritage

Dr Susan Walker
Scottish Natural Heritage

Mr Marcus Yeo
JNCC

In attendance

Mrs Sue Bennett
JNCC

Mrs Tracey Quince
JNCC

Mrs Sue Bennett
JNCC

Apologies

Mr Guy Duke
Independent member

Ms Diane McCrea
Natural Resources Wales

1 Chairman's opening remarks

- 1.1. Professor Gilligan welcomed everyone to the thirty-first meeting of the JNCC Support Co Board of Directors.

2 Declaration of interests

- 2.1 No interests were declared.

3 Amendments to the minutes of the June 2015 Board meeting (BD16 01)

- 3.1 The minutes of the June 2015 Board meeting were agreed.

4 JNCC Annual Report and Accounts for the year ended 31 March 2016 (BD16 02)

- 4.1 Mrs Bennett introduced the paper which presented the JNCC Annual Report and Accounts (ARA) for the year ending 31 March 2016.
- 4.2 The Board were advised that the audit process was not yet complete. The National Audit Office (NAO) had reviewed their copy of the final version of the document and have informed JNCC of one significant amendment that is required. This is a change to the format of the balance sheet to more clearly illustrate the prior year adjustment relating to the new holiday pay accrual.
- 4.3 The Board were advised that normally the Chief Executive would sign the Annual Report and Accounts on behalf of the Company Board immediately after the board meeting but because of the potential requirement to include an additional note to the accounts, the Chief Executive will not be able to sign the Annual Report and Accounts until the result of the EU referendum is known, avoiding the need to recall, restate and re-sign the accounts in the event of a leave vote. The Board were informed of the wording to be added to the Annual Report and Accounts in the event of a leave vote. This was generic wording provided by Defra which the Board were content with.

- 4.4 The Board made the following comments in discussion:
- i. the document felt ‘clunky’ in places, particularly with the inclusion of the detail of the different pension schemes. The presentation of future reports could be enhanced by changing the presentation order so information flowed better;
 - ii. the appointment dates for Dr Havard and Ms McCrea to be checked to ensure they are consistent throughout the document; and
 - iii. the initials of Dr Kirkpatrick and Mr Ross to be amended to Mr W J Ross and Dr A H Kirkpatrick. The initial ‘A’ to be added to Professor Gilligan so it reads Professor C A Gilligan.
- 4.5 Mr Yeo congratulated the Finance team for their efforts in compiling the accounts in what had been a very challenging year.
- 4.6 The Board:
- i. **approved and adopted** the JNCC Annual Reports and Accounts (ARA) for the year ending 31 March 2016, subject to the above. The Board delegated sign off of the ARA to Mr Yeo following the outcome of the EU Referendum vote;
 - 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; and
 - iv. **authorised** the Chief Executive to sign the letter of representation for the year ended 31 March 2016.

Action point(s)
<p>AP01 Mrs Bennett to make the amendments to the ARA detailed in 4.4 (iii) and check the appointment dates for consistency.</p> <p>AP02 Mrs Bennett to check Companies House requirements to see if future reports could be presented with less detail on pensions.</p>