



**CONFIRMED MINUTES OF THE TWENTY-THIRD MEETING OF JNCC SUPPORT CO,
HELD ON THURSDAY 2 DECEMBER 2010, AT JNCC OFFICES, MONKSTONE HOUSE,
CITY ROAD, PETERBOROUGH, PE1 1JY**

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**JNCC SUPPORT CO.
BOARD MEETING**

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Present

Mr Archdale (via video-conference)
Dr Bridgewater
Dr Brown
Mr Casement
Mr Christensen
Mr Crawley
Dr Goold
Dr Joyce
Mr Pritchard
Professor Warren
Mr Yeo

In attendance

Mrs Quince (Secretary)

Apologies: Mr Duke, Mr Parry, Professor Hill, Mrs McQueen, Mr Thin and Judith Webb.

1. Dr Bridgewater's opening remarks

1.1 Dr Bridgewater welcomed members to the meeting.

2. Declaration of interests

2.1 Nothing was declared.

3. Minutes of the twenty-second Board meeting

3.1 The minutes were agreed.

4. Matters arising and report from the Company Secretary (Oral)

4.1 Nothing was reported.

5. Second Quarter Monitoring Report 2010/11 (BD 10 N05)

- 5.1 The report was presented to members for information.
- 5.2 There were two comments on items contained in Annex 1 Table 1:
 - i. KPI 25 (marine SPAs): Management should clarify what they can realistically deliver so that any differences between expectation and reality are clear;
 - ii. KPI 20 (Common Fisheries Policy): the KPI rewording should be amended to 'Government influencing strategy' rather than 'Defra influencing strategy'.
- 5.3 The Board **noted** the report and congratulated staff on the performance achieved thus far, given the current climate of uncertainty and the spending restrictions put in place by the coalition government.

6. Report from the Executive Management Board (BD 10 N06)

- 6.1 Mr Yeo drew members' attention to section 2, regarding Peterborough office accommodation. He explained that a third business case had been prepared following changes to government rules and this would be submitted before Christmas. Time was now pressing with the lease on Monkstone House due to end in March 2011.

7. Report from the Audit and Risk Management Committee (Oral)

- 7.1 The Committee discussed delays in resolving the Peterborough office accommodation issue pending decisions by Government and potential knock-on effects of prolonged uncertainty about JNCC's funding settlement under new, emerging and fast-evolving risks.
- 7.2 The Committee endorsed a revised corporate risk register, subject to consideration by EMB. The meeting also endorsed an improved overall process for risk management which would help to integrate risk management into day to day working. The Committee considered the question of what it selects from the risk landscape to report to the Board. Suggestions will be collated over the coming weeks and Board members are warmly invited to email their own suggestions to Tracey Quince now for incorporation into this.
- 7.3 The Committee discussed the final version of this year's Strategy for JNCC's External Audit, drawn up by the National Audit Office. The quotation for 2010-11 comprises a flat fee element of £17,500 and a separately chargeable "extra days" element if any special additional work is required. The fee represents an increase from the previous year, but the Committee concluded that the quotation was fair.
- 7.4 The Committee examined details of the plan for preparing the current year's Annual Report and Accounts, picking up lessons learned from 2009-10 (which had been discussed at the previous meeting). Staff will face significant challenges in meeting the accelerated schedule of deadlines which is necessary to ensure finalisation of the accounts on time, and to avoid some of the difficulties experienced on previous occasions. The Committee also

noted that Natural England's Chief Executive has declared herself content with the approach JNCC is taking to ensure correct authorisation of payments.

- 7.5 The latest two reports from completed internal audits were reviewed, covering core financial systems and marine Natura 2000 work. Both reports gave levels of assurance rated as "substantial", and almost all of the recommendations raised are being implemented.
- 7.6 The Committee discussed the planning of its business in future so as to mesh appropriately with the streamlined arrangements for meetings of the Joint Committee and the Board. There are inevitably some disadvantages, but there will be advantages in other respects, such as the handling of the Annual Report and Accounts in June. The first year of operating the new arrangements will be in the nature of an experiment, with adjustments being made if necessary in the light of experience.
- 7.7 The Committee decided unanimously to recommend to the Board that Bryan Riddleston be re-appointed to the ARMC as an independent external member on a year to year basis for a further three years.

8. Re-appointment of the independent external member to the Audit and Risk Management Committee (BD 10 P06)

- 8.1 Paper BD 10 P06 was tabled. Members noted the excellent work by Mr Riddleston to date and were happy to endorse the proposal to appoint him as an independent external member for a further three years on a year to year basis.

9. Any other business

- 9.1 There was no other business.