



Board Meeting 10 November 2025

PRESENT

Joe McVey	Commissioner and Board Chair
Andrew Sloan	Chief Executive and Accounting Officer
Marie Neill	Secretariat

1.0 Introduction and Apologies

1.1 No Apologies were noted.

2.0 Declaration of Interests

2.1 No conflicts of interest were noted.

3.0 Minutes of last meeting

3.1 The minutes of the last meeting held on 9 November 2023 had been approved by the outgoing Commissioner Ian Jeffers.

3.2 The Chief Executive noted that there were no outstanding actions.

4.0 Outcome Delivery Plan 2025-26 Progress Report Quarter 2

4.1 The Outcome Delivery Plan Progress Report for Quarter 2 2025-26 was reviewed, with an on track or completed status for all Corporate Outcomes.

4.2 The Chief Executive advised that the Outcome Delivery Plan for 2025-26 had been submitted to The Executive Office and was awaiting approval.

5.0 Management Accounts

5.1 The Chief Executive presented the management accounts to 31 October 2025. The Commission had submitted an easement of £80k in the October monitoring round in respect of salaries due to the delay in appointment of Commissioner and Head of Communications and Public Relations.

- 5.2 It was noted that the October and January monitoring rounds would be combined into one exercise in December 2025.
- 6.0 Report to Those Charged with Governance**
- 6.1 The Chief Executive advised that the Report to Those Charged with Governance had been presented to ARAC on 22 September 2025. The Commissioner noted the two priority 3 recommendations and the Chief Executive advised these were being progressed.
- 6.2 It was noted that the Annual Report and Accounts 2024-25 were certified on 2 October 2025.
- 7.0 Corporate Risk Register and Action Plan**
- 7.1 The Corporate Risk Register was reviewed. The Commissioner was content that this reflected the significant risks of the organisation.
- 8.0 ALB Performance Report**
- 8.1 The Corporate Performance Report for Quarter 2 2025-26 was reviewed and noted.
- 9.0 Quarterly Assurance Statement**
- 9.1 The Assurance Statement to The Executive Office Permanent Secretary for the quarter to 30 September 2025 was reviewed and noted.
- 9.2 The Chief Executive highlighted that there was a discrepancy between the statement made in 2.3 Business Continuity Plans and the Audit Recommendation Update. This was due to the timeline for response to The Executive Office and confirmed that this would be updated for the next quarterly return.
- 9.3 The Chief Executive advised that his statement was supported by assurance statements from each of the organisation's directorates.
- 10.0 Internal Audit Annual Assurance Statement**
- 10.1 The Commissioner reviewed the Internal Audit Annual Assurance Statement 2024-25 which provided a satisfactory assurance rating.
- 11.0 Internal Audit Strategy 2025-26**
- 11.1 The Commissioner considered the Internal Audit Strategy for 2025-26 and noted the reviews planned.
- 11.2 The Chief Executive advised that the Financial Controls review had recently been completed and provided satisfactory assurance with no recommendations.

12.0 Internal and External Audit Recommendation Implementation

12.1 It was noted that there were currently no outstanding internal or external audit recommendations.

13.0 Audit and Risk Assurance Committee (ARAC) Update

13.1 The Chief Executive provided an update on the recent meeting which took place on 7 November 2025. It was agreed that the Commissioner would attend the next meeting of the Audit and Risk Assurance Committee.

14.0 Freedom of Information and Subject Access Requests

14.1 No Freedom of Information had been received.

14.2 No Subject Access requests had been received.

15.0 Complaints

15.1 No Complaints had been received.

16.0 Gifts and Hospitality

16.1 The Gifts and Hospitality Register for the period April to September 2025 was reviewed and will be published on the Commission's website.

17.0 Fraud – Actual and Suspected

17.1 There was no fraud – actual or suspected to report.

18.0 Data Breaches

18.1 There were no data breaches to report.

19.0 Guidance

19.1 The following guidance was noted:

- DAO (DoF) 05/25 (5 September 2025) Departmental delegations/requirements for DoF approval
- FD (DoF) 06/25 (12 September 2025) Guidance for Incorporating Environmental and climate Considerations into Business Cases

20.0 Board Terms of Reference

20.1 The Commissioner reviewed the Board Terms of Reference and was satisfied that no changes were required.

21.0 Any Other Business

21.1 None

Date of next meeting: 3 February 2026

Approved: Joe McVey

Signed:



Date:

27/1/2025