

BOARD MINUTES

Date of Meeting – 9 October 2023

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Minute/information removed or edited due to information relating to personal/confidential items or being commercially sensitive.

Board Minutes

Name of Meeting	Board Meeting	Date of Meeting	9 October2023
Venue of Meeting	Hybrid	Time of Meeting	5.15pm

1. Welcome

In person

A McFarlane, C Boyd, A Newlands

Teams

K Gibb, E Walker, S Dodson, S Watson

In Attendance

C Garmory (Chief Executive), L Hughes (Minute)

Apologies

N McKay, W Quinn

The Chair confirmed that the meeting was quorate.

A McFarlane welcomed the guests to the meeting and thanked all Board Members for attending.

2. Declaration of Interest

2.1. A McFarlane advised they can declare an interest at any point, no declarations were made.

3. Governance

3.1. Annual Procurement Report – Non-Confidential

3.1.1. C Garmory presented this report advising this is a requirement of the Procurement Reform (Scotland) Act 2014 as CVG is a contracting authority which is required to prepare an annual procurement report on its regulated procurement activities as soon as reasonably practicable after the end of that financial year.

3.1.2. In response to a Member question regarding the proposed cost of procurement of new lease cars for staff use, she confirmed that electrical vehicles would be the preferred option. She also confirmed that the cost proposed didn't include the infrastructure of the car charging ports and advised that currently there are two charging stations in the staff car park that maybe sufficient to provide charge for additional cars which would be investigated as part of a wider pool car review.

3.1.3. C Garmory confirmed that eight regulated procurement activities are planned for the next two years, and the appendix report would be updated to reflect this.

- 3.1.4. Board confirmed they are assured that the report meets the requirements outlined in the Act and **approved** the report to be provided to Scottish Government following this meeting pending the change outlined in 3.1.3.

3.2. **Annual Audit Committee Report – Non-Confidential**

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- 3.2.1. This report is from the Audit Committee of the Board and E Walker was invited to comment on the report and provide key highlights to the Board.
- 3.2.2. E Walker confirmed that she was content with the report and Board should be assured that Audit Committee is delivering on their delegated remit and this report reflects the oversight they have had during the year.
- 3.2.3. Members were further advised that the External Audit completed by RSM was a clean audit to an extremely high standard and a new Internal Audit Partner, TIAA, had been appointed and currently their audit standards are good.
- 3.2.4. All Members present agreed that this detailed report provided Board with **oversight and monitoring** of the Audit Committee and the Chair thanked the Audit Committee for their commitment and time given to the Audit Committee.

3.3. **Pension Viability Report – Confidential**

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S Watson declared an interest in agenda item 3.4 and did not participate in the discussion. Staff also declared an interest. However, S Watson, L Hughes and C Garmory did not leave the meeting as the report had already been submitted to EVH and the agenda item only noting this had happened.

3.4. **EVH Consultation – Confidential**

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3.5. **Annual Assurance Statement Report – Confidential**

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With no further questions Board

- **Noted** the final self-assessment documents provide assurance to the Board.
- **Noted** the planned improvements identified, their materiality and overall materiality to reach decisions on compliance with Regulatory Standards

- **Approved** the wording for the Annual Assurance Statement for approval and signing for submission to SHR by 31 October 2023, which is a legal and regulatory requirement.

4. Minutes of Meetings and Action Log

4.1. CVHA Minutes – 22 August 2023

- 4.1.1. Members approved the minutes as a true record of the meeting of 22 August 2023

4.2. CVHA Minutes – 28 August 2023

- 4.2.1. Members approved the minutes as a true record of the meeting of 28 August 2023.

4.3. CVHA Minutes – 18 September 2023

- 4.3.1. Members approved the minutes as a true record of the meeting of 18 September 2023

4.4. Action Log

- 4.4.1. C Garmory advised Members that 2 further actions have been closed since the action log was uploaded to Decision Time. She confirmed that the covenant calculation and the Asset Management Spend Timeline had been shared via email and both reports have also been added to meeting folder in Decision Time.

- 4.4.2. With no further questions Board **approved** the Action Log.

5. Group Parent Monitoring

- 5.1. Members **noted** the Draft Audit Committee Minutes - 24 August 2023
- 5.2. Members **noted** the CVPS Draft Board Minutes – 13 September 2023
- 5.3. Members **noted** the Innov8 Draft Board Minutes – 30 August 2023

6. New Supply Report – Confidential

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With no further questions Board **noted** and **approved** the report in reference to.

- Site starts progressed and completions achieved since the previous Board meeting on 28 August 2023
- Progress with projects included within the current approved programme and Business Plan.

7. Date of Next Meeting

CVHA Board Meeting 14 November 2023 (Rent Consultation) and 11 December 2023