

BOARD MINUTES

Date of Meeting - 7 October 2024

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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	7 October 2024
Venue of Meeting	Teams	Time of Meeting	5.15pm

1. Welcome

In person

A McFarlane, E Walker, K Gibb, W Quinn, S Watson, A Newlands, N McKay, S Dodson, R Brown, R Hughes, A Glen, D Boyle

In Attendance

C Garmory (Chief Executive), N Macholla (Finance and Corporate Services Director), F Smith (Customer Services Director), L Beresford (People Director), L Hughes (Minute)

Observers

F Lees (NorthStar)

Apologies

None

The Chair confirmed that the meeting was quorate with all members present.

The Chair then reminded Members that if any points made during the meeting would indicate non assurance, then these should be raised. He also asked Members to alert him if they considered any points could result in a notifiable event.

Members were advised that any substantive questions raised on the portal should be addressed to the relevant Director at the appropriate time.

A McFarlane welcomed Freya Lees from NorthStar Consultancy to the meeting advising as part of the Board appraisal process, she would be observing this evening's meeting.

2. Declaration of Interest

2.1. There were no declarations of interest. The Chair advised Members that they could declare an interest at any point and reminded them if they wished to have a discussion without staff present then they could ask for staff to leave the room at any point in the meeting.

3. For Approval

3.1. Annual Assurance Report - Confidential

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3.1.1. With no further questions or comments Board:

- **Noted** the final self-assessment documents provide assurance to the Board.
- **Considered** the planned improvements identified, their materiality and overall materiality to reach decisions on compliance with the Regulatory Standards and the requirements set out in the SHR's Regulatory Framework.
- **Approved** the wording for the Annual Assurance Statement for submission to the SHR by 31 October 2024, which is a legal and regulatory requirement.
- **Approved** that the Chair can sign the Annual Assurance Statement on behalf of the Board for submission to the SHR.

4. For Oversight and Monitoring

4.1. Annual Audit Committee Report – Non-Confidential

- 4.1.1. A McFarlane introduced this report advising Members it is a requirement of the remit of the Audit Committee to provide this report annually to CVHA Board which will input into the Annual Assurance Statement.
- 4.1.2. He advised that the purpose of the report is to provide Board with assurance that the Audit Committee are delivering on the remit delegated to them and recognise the principal duties of the Committee is to provide independent assurance of the adequacy of the risk management framework and associated controls environment, whilst providing independent scrutiny of CVHA financial controls.
- 4.1.3. He further advised this report was presented for review and consideration at the Audit Committee meeting on 22 August 2024, all Members present agreed that it should be presented to Board at this meeting of 7 October 2024. He invited E Walker to speak as Chair of the Audit Committee.
- 4.1.4. E Walker noted that she felt the report was well written and reflected the work of the Audit Committee and as Chair she was satisfied the report clearly demonstrated the oversight Audit Committee have had during the year from August 2023 to August 2024.
- 4.1.5. With no further comments all present **noted** the contents of the report and thanked the Audit Committee for their work throughout the year.

4.2. New Supply Report – Confidential

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- 4.2.1. With no further questions or comments Board **noted** the contents of report

5. Minutes of Meetings and Action Log

5.1. Action Log

- 5.1.1. No actions or points noted, and action log was **approved**.

5.2. CVHA Minutes – 26 August 2024 and 16 September 2024

5.2.1. Members **approved** the minutes as a true record of the meeting of 26 August and 16 September 2024.

6. Group Parent Monitoring - Confidential

6.1. Audit Committee Minutes – 22 August 2024 – **Noted**

6.2. CVPS Minutes – 5 September 2024 – one typographical error identified and resolved. **Noted**

7. AOCB

7.1. F Lees thanked all Members for allowing her to observe the short meeting, she confirmed that she would present the full report at the next meeting on 18 November 2024 and informed all Members that they would also receive a copy of their Individual Development Plan (IDP) before the meeting for consideration.

8. Date of Next Meeting

8.1. CVHA Board Meeting 18 November 2024.