

DRAFT Minutes of the Board Meeting held on Thursday 12 October 2023, 15:15 – 16:00
via Microsoft Teams

SUBJECT TO APPROVAL AT THE 24 NOVEMBER 2023 BOARD MEETING

Board:

Jim Martin (JM), Chair
Richard Dixon (RD)
Marie Fallon (MF)
Paul McAleavey (PM)
Annalisa Savaresi (AS)
Morag Sheppard (MS)
Chris Spray (CS)

ESS Team:

Mark Roberts (MR), CEO
Rebecca Peppiette (RP), Head of Corporate Services
and Communications
Charlotte Lowe (CL), Governance Lead (Minutes)

1.	Private session
2.	Welcome The Chair welcomed attendees to the meeting. There were no new declarations of interest.
3.	Annual Report and Accounts RP introduced the draft Annual Report and Accounts and provided an update on the feedback received from external audit and the next steps for publication. The Board noted the positive result of the annual audit and thanked the ESS team for their work throughout the audit process. The Chair also thanked MF and RD for their work on the Audit and Risk Committee. The Board approved the Annual Report and Accounts for submission to the Scottish Parliament and agreed the next steps.
4.	Any other business There was no other business to consider.

Jim Martin
Chair, Environmental Standards Scotland
[DATE]