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SECCo Board Meeting 127

13:45 – 15:20, 23 April 2024

SECCoB_127_2304 – Meeting Headlines

Decision, Discussion and Information Items

1. Welcome and Introductions

The SECCo Board Chair welcomed SECCo Directors to the meeting and invited Directors to share any conflicts of interest, none were reported.

2. Minutes of Board Meeting 126 (For Decision) (AMBER-STRICT)

The SECCo Board **NOTED** that no changes to the SECCo Board Draft Minutes have been requested and **APPROVED** the minutes as final.

3. Matters Arising (For Decision) (RED)

The SECCo Board **NOTED** the updates against the matters arising and **AGREED** all matters arising marked as Propose to Close can be closed.

4. Board Management Report (For Decision) (AMBER-STRICT)

SECAS presented the monthly report on spend against the SEC Panel Approved Budget highlighting the variances. Overall spend for March 2024 was under budget by £49k.

The Board **NOTED** the report and **APPROVED** the total SECAS Service costs for the reporting month.

5. End of Budgetary Year Report (For Decision) (AMBER-STRICT)

SECAS presented the Board with the proposed End of Budgetary Year Report for 2023-24, which provided an overview of activities and associated budgetary spend against the SEC Panel budget for the last year.

The Board **APPROVED** the content of the End of Budgetary Year report; and **AGREED** to its circulation via newsletter and publication on the SEC Website.

6. Project Budget requests (For Decision) (AMBER-STRICT)

SECAS presented the Board with a request for approval for the costs associated with delivery of the SMDA Test House Procurement. The Panel **NOTED** the Panel's decision on the SMDA Test House Procurement Project Brief; **APPROVED** the Project spend and authorised the release of funds.

7. SECCo Pension Provider (For Decision) (AMBER-STRICT)

Kate Goodman (SECCo Consultant) presented the Board with proposed pension providers for SECCo Employees, and the Board **APPROVED** the recommendation provided, and **AGREED** that it did not need to be consulted again.

8. Target Operating Model Plan (For Decision) (RED)

The Board received an update on the Target Operating Model (TOM) work and **NOTED** the update.

9. Chair Update (For Decision) (AMBER-STRICT)

The SECCo Board Chair provided a verbal update of activity completed during April and her planned annual leave dates in May.

The Board **NOTED** the update.

10. Any Other Business (AOB)

SECAS confirmed that the SECCo Auditor was confirmed ex-committee following approval of the fees for the audit in 2024/25.

The SECCo Board Chair informed the Board that she has chosen Alex Travell as her Alternate for SEC Panel and Board duties. The Board had no objections.

There was no further business, and the Chair closed the meeting.

Next Meeting Date: 28 May 2024