

This document is classified as **Clear** in accordance with the Panel Information Policy. Recipients can distribute this information to the world, there is no limit on disclosure. Information may be shared without restriction subject to copyright.

SECCo Board Meeting 136

14:10 – 16:00, 28 January 2025

SECCoB_136_2801 – 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 135 (For Decision) (RED)

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

3. Matters Arising (For Decision) (RED)

The SECCo Board **NOTED** the action updates and **AGREED** to consider setting aside three working days in June for the Institute of Directors training course on Strategy.

4. SEC Parties and Shareholders update (For Decision) (RED)

There were no acceding SEC Parties or Shareholders this month.

5. SECCo Contracts Update (For Decision) (RED)

SECAS updated the Board on the Contracts signed in the last quarter and those requiring approval and signature now. The Board **APPROVED** the Statements of Work, **AUTHORISED** the SECCo Board Chair to agree and sign the SOW's and Framework Agreements, **APPROVED** the recommended contract extension and **NOTED** the contracts requiring update or procurement in the next quarter.

6. Board Management Report & Reforecast (For Decision) (AMBER-STRICT)

SECAS presented the monthly report on spend against the SEC Panel Approved Budget highlighting the key variances. The overall spend for December 2024 was under budget by £339k. Key areas of underspend were related to Performance Assurance Board not yet being live, the phasing of recruitment for SECCo employees, Projects not yet commenced and Contingency, which has not yet been drawn on. The SECCo Board **NOTED** the report, **APPROVED** the total SECAS Service costs for the reporting month, and **APPROVED** the invoices for payment.

7. Budget Requests (For Decision) (RED)

SECAS presented the SECCo Board with a request for approval of the costs associated with delivery of three projects approved by the SEC Panel: Artificial Intelligence Utilisation in Testing, Procurement of User CIO and Enterprise Risk Management Proposal. The SECCo Board **NOTED** the Panel's decisions and **APPROVED** the spend and authorised the release of funds for the projects.

8. SEC Panel Expenses Policy Amendments (For Decision) (AMBER-STRICT)

SECAS presented the SECCo Board with proposed changes to the SEC Panel Expenses Policy, covering Sub-Committee expenses. The SECCo Board **RECOMMENDED** the Chair provide her view offline for consideration at the next SECCo Board meeting.

9. Target Operating Model (For Discussion) (RED)

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

10. SECCo Board Chair Update (For Information) (AMBER-STRICT)

The SECCo Board Chair provided an update on the activity she has completed during January.

The SECCo Board **NOTED** the update.

11. Any Other Business (AOB) (AMBER-STRICT)

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

Next Meeting Date: Tuesday 25 February 2025, SECCo Board 137