



Minutes

Title of meeting	PINS Board Meeting		
Date	8 June 2017	Time	12.45
Venue	Brunel, Temple Quay House, Bristol		
Chair	Sara Weller (SW) – Chairman		
Present	Jayne Erskine (JE) – Non Executive Director David Holt (DH) – Non Executive Director Susan Johnson (SJ) – Non Executive Director Sarah Richards (SR) – Chief Executive Simon Gallagher (SG) – Director of Planning, DCLG (dial-in) Navees Rahman (NR) – Director of Corporate Services		
In attendance	Mark Warren (MW) – Head of Commercial, Finance & Statistics Jo Esson (JEs) – Head of Governance & Strategic Support Natasha Perrett (NP) – Board Secretary		
Apologies	Tony Thickett (TT) – Director, Wales Ben Linscott (BL) – Director of Inspectors		

Minutes

1.0	Welcome and Declaration of Interests 1.1 The Chair welcomed the Board. Apologies were received from Tony Thickett and Ben Linscott. 1.2 The Chair called for Declarations of Interest (DoI) of which there were none.
2.0	2016/17 Annual Report and Accounts – sign off 2.1 The Board met to formally sign off the Annual Report and Accounts (ARA) following the Audit and Risk Assurance Committee (ARAC) meeting which had taken place that morning. As Chair of ARAC, DH set out the recommendation to the Board. 2.2 DH asked the PINS Board to approve the 2016/17 ARA based on the Committee's: <ul style="list-style-type: none">• review of the National Audit Office's (NAO) letter of representation• Government Internal Audit Agency (GIAA) 'substantial' opinion on our controls process• NAO's 'clean' opinion, NAO did not make any recommendations for improvement.

2.3 MW highlighted the key points to the Board:

- The committee reviewed and discussed the process for handling 2 large value ex gratia claims. The committee are clear about the process used to reach the decision on each claim and the accounting position. SG asked if the team had discussed the position with the accounting team at DCLG? MW confirmed he has discussed the ex gratia claims with Sarah Williamson (SWi), SWi attended the ARAC meeting and was happy with the recommendation.

2.4 JEs explained the main outstanding item for the Annual Report is the Ministerial Foreword. The outcomes of the Election may or may not have an impact on the content. JEs will be working with SWi and the appropriate Private Office. The timetable for sending the Annual Report and Accounts to the Comptroller was agreed by ARAC that morning. They were clear on the position with the Ministerial Foreword.

2.5 DH on behalf of the PINS Board was provided with assurance that there are no outstanding audits. JEs explained a process was developed following last year's incident to make sure all audits and outcomes were known.

2.6 The Board agreed to accept the recommendation to approve the Annual Report and Accounts as a fair and true set of accounts.

2.7 The Board agreed Sarah Richards as Accounting Officer should sign the document, subject to there being no substantive change from the draft approved by the Board.

2.8 The Board took the opportunity to thank MW, JEs, their teams and other individuals involved for their work in preparing the ARA.

Agreed:

2a) The Board agreed to accept the recommendation to approve the Annual Report and Accounts as a fair and true set of accounts.

2b) The Board agreed Sarah Richards as Accounting Officer should sign the Annual Report and Accounts.

Next meeting: 18 July 2017, 12.30pm – 3.45pm