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and Digital imprints, as well as exploring options. Resolved: The Board noted the presentation and associated discussions. Performance report quarter two 2021/22 (EC 75/21) The Chief Executive introduced the report updating the Board on performance in quarter two of 2021/22. The Board noted that staff retention and recruitment in some areas of expertise was becoming an issue. This could be consistent with the wider jobs environment. The Board noted that one of the areas showing as red was the IT systems. This was an area of concern due to infrastructure issues going back a few years. The Board noted that the Audit and Risk Committee would be focussing on areas of risk management and will be taking forward work streams following their meeting this week. Resolved: That the Board noted the delivery of the work programme and determined that the budget is being managed effectively. Supplementary Estimate (EC 76/21) The Chief Executive and Director, Finance and Corporate Services introduced the report, referring to circumstances that were not foreseeable in setting the original budget and that cannot be met through in-year budget management. The Board noted that this was a more robust forecast than in previous years. Resolved: That the Board reviewed and agreed the supplementary estimate. Update from the Remuneration and Human Resources Committee (RemCo) Chair (Oral) The Board received an oral update from the Chair of the Remuneration and Human Resources Committee (RemCo) of their meeting held on the 23 November 2021. The Board noted that the Committee had received an update on the People Strategy, Equality, Diversity and Inclusion (EDI) activities, were joined by the EDI Lead and Head of Projects, added to their terms of reference, and received updates on ways of working and pay remit. The Board noted that this would be the last RemCo meeting for the Head of Human Resources, Jennifer Hartland, as she would be leaving the Commission next week. RemCo thanked Jennifer for her work and support to the Committee. Resolved: That the Board noted the work of the Committee. Update from the Audit and Risk Committee (ARC) Chair (Oral) The Board received an oral update from the Chair of Audit and Risk Committee (ARC) of their meeting held on the 29 November 2021. The Board noted that the Committee held an informal session on risk appetite on the 24 November, which will be brought to a future Board meeting for discussion as part of good governance and ethos of the Commission. The Board noted updates from their meeting on 29 November on internal audit reports, including the programme for 2022/23, the annual audit plan report 2021/22 including an increase in the annual fees, audit recommendations and meeting deadlines, noting one of the audits going forward is on IT and cyber security. The Board further noted the committee's terms of reference, annual risk framework, oral updates on ways of working and financial risks arising from devolved funding and, an update on the registers of interests, donations, gifts and hospitality. Resolved: That the Board noted the work of the Committee. Data on investigation timescales (EC 77/21) The Director, Regulation introduced the report providing the Board with data on investigation length, giving some wider context on the legal, evidential and other principles which apply to Commission investigations and affect their conduct and length. Resolved: That the Board noted the report. Annual review of risk (EC 78/21) The Director, Finance and Corporate Services introduced the report as part of the annual Board's risk assurance. The register is regularly reviewed by the Audit and Risk Committee. The Board noted that the report will be reformatted to align with the strategic risks mentioned in the Corporate Plan. Resolved: That the Board noted the report. Chief Executive's update (Oral) The Chief Executive provided an oral update on operations and matters arising since the last Board meeting. The Board noted that the Commission had a virus incident that got into our IT systems which was managed effectively without harm being caused, but highlighted the ongoing potential risk of

losing data. The Board noted further updates on plans, Covid-19 and protocols, completion of staff survey and EC reputation. Further updates included the dissolution and calling of Parliament Bill Lords Second Reading. The Director, Regulation gave evidence for us to the Scottish Parliament Standards, Procedures and Public Appointments Committee on aspects of the Elections Bill. There was a by-election for North Yorkshire Police, Fire and Crime Commissioner. The Wales Electoral Coordination Board met, and in Northern Ireland the first electoral register canvass since 2013 was near completion. The Board noted updates on the publication of Q3 donations, Electoral Lawyers Forum, Old Bexley and Sidcup by-election. The Commission Chair scheduled IFG interview, PACAC and Westminster PPP meeting, OPQs to be answered and North Shropshire by-election. The EDI strategy was out for consultation, Commissioner and Chief Executive recruitment. Resolved: That the Board noted the oral updates.