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First published: 14 October 2021 Last updated: 5 May 2022 Meeting summary Date:

Wednesday 23 June 2021 Time: 9:30am to 12:00pm Location: By video conference Date of

next scheduled meeting: Wednesday 21 July 2021 Who was at the meeting Who was at the

meeting John Pullinger, Chair Sue Bruce (for item 3, 5, 7, 8 and 9) Rob Vincent (for

item 3, 7, 8 and 9) Alex Attwood Sarah Chambers Elan Closs Stephens Stephen Gilbert

Alasdair Morgan Joan Walley In attendance: Bob Posner, Chief Executive Craig

Westwood, Director, Communications, Policy and Research Director, Regulation Louise

Edwards, Director, Regulation Alisa Irvine, Director, Electoral Administration and

Guidance Kieran Rix, Director, Finance and Corporate Services Binnie Goh, General

Council Zena Khan, Senior Advisor, Governance Hannah Kavanagh, Legal Officer (for all

items) Alicia Diaz, Legal and Governance Officer (for all items) David Bailey, Head

of Strategic Planning and Performance (for item 4) Tracey Blackman, Head of Finance

and (for item 5) Apologies and welcomes The Chair welcomed all to the meeting

advising that business items would be slightly reordered to accommodate Commissioner

availability. The Board noted that former Commissioner Anna Carragher was awarded an

OBE, in the Queen's Birthday Honours List for her services to the arts in Northern

Ireland. The Board congratulated Anna on her award. Declarations of interest

Commissioner Joan Walley declared a new appointment as Chair of the NHS Midlands

Greener Delivery Board as of June 2021. The Board noted that this would be included

in the Commissioners Register of interests and uploaded onto the Commissions external

website in line with Commissioners Code of Conduct. Minutes of the previous Board

meeting (EC 41/21) Resolved: That the minutes of the Commission Board meeting on 19

May 2021 be agreed. Corporate Plan 2022/23-2026/27 (Presentation) The Board received

a presentation on the Commission's financial strategy following discussions at the

Board meeting in April. The presentation also covered our planning assumptions, work

priorities and choices for the period of the Corporate Plan 2022/23 to 2026/27. The

Director, Finance and Corporate Services presented on the financial strategy for

2022/23 – 2026/27 focussing on the fiscal environment, core budgets and options. The

Chief Executive presented on the work priorities focussing on strategic planning

assumptions and choices. The Board discussed the need to focus on the things that we

want to get done and then think about long term development. The Board further

discussed and noted being ambitious in our core and events work, emphasising forward

looking matters relating to electoral law reforms; and noting the impacts of

increased complexity and divergence in electoral law across the nations of the UK.

This emphasised making best use of our budgets whilst ensuring probity and

responsible spending. Resolved: That the Board discussed, noted and agreed the

financial strategy and related work priorities for 2022/23 – 2026/27 Annual Report

and Accounts 2020/21 (EC 42/21) The Board received a final draft of the Commission's

Annual Report and Accounts 2020/21 following inputs provided at the May meeting on

the performance review content. The Board noted that the Audit and Risk Committee

reviewed the Annual Report and Accounts 2020/21 including the governance statement at their meeting on the 22 June, and that the Chair of the Audit and Risk Committee recommended to the Board: that it adopted the accounts and, the accounting officer approved the governance statement and signed the accounts as appropriate Resolved: That the Board approved and adopted the Annual Report and Accounts for 2020/21, subject to final NAO approval, to be signed by the Accounting Officer and submitted to the Comptroller and Auditor General for certification. Governance matter (EC 43/21) The Board received a report recommending that e-business be removed from the Forward Plan of Board business except for exceptional matters, the CMIS board portal be not proceeded with, rollout of Commission laptops to Commissioners and when possible returning to in person or partly so meetings. Resolved: That the Board agreed to drop e-business meetings for routine board matters and reserved for exceptional matters Resolved: That the Board agreed for the CMIS online platform not to be rolled out to Board Resolved: That the Board noted Commission laptops to be issued to those Commissioners who would want them Resolved: That the Board noted to return to in-person or part in-person meetings possibly in September 2021 once Government relaxation of workplace social distancing Update from the Audit and Risk Committee Chair (Oral) The Board received an oral update from the Chair of the Audit and Risk Committee (ARC) of their meeting held on the 22 June 2021, thanking fellow Commissioner Elan Closs Stephens for chairing the meeting in her unavoidable absence. The Board noted that the Committee had received the Annual Report and Accounts 2020/21 and found them to be a sound set of accounts, along with the schedule of audit recommendations that have come a long way in closing down actions. The Board further noted that the Head of Projects updated the Committee on the follow up recommendations of the Committee's effectiveness review and thanked the Head of Projects and staff for the significant work done so far. The Board noted that the National Audit Office (NAO) provided a positive report and congratulated the Director, Finance and Corporate Services and the team for their work. The Board were advised that a recommendation on a deep dive topic for training and development of Commissioners would be included onto the Forward Plan of Committee business and form part of the discussions at the October Board meeting on how ARC could best serve the Board. Action: To include onto the Forward Plan of Audit and Risk Committee business. Resolved: That the Board noted the oral update. Annual Report of the Audit and Risk Committee to the Commission Board (EC 45/21) The Board received a report summarising the work of the Audit and Risk Committee during the financial year, providing assurance to the Commission Board in support of the 2020/21 governance statement prepared by the Accounting Officer. Resolved: That the Board noted the work of the Audit and Risk Committee over the past 12 Months. Annual Report of the Remuneration and Human Resources Committee to the Commission Board (EC 45/21) The Board received a report summarising the work of the Remuneration and Human Resources Committee during the financial year, providing assurance to the Commission Board in support of the 2020/21 governance statement prepared by the Accounting Officer. The Board discussed ongoing debates in relation to diversity on the Board and would welcome a discussion about equality, diversity and inclusion at an upcoming meeting in 2021. Action: To include a topic for discussion on equality, diversity and inclusion on the Board onto the Forward Plan of Board business. Resolved: That the Board noted the work of the Remuneration and Human Resources Committee over the past 12 Months. Chief Executive's update (EC 46/21) The Chief Executive introduced the report providing the Board with updates on operations and matters arising. Commissioners noted the Committee for Standards in Public Life (CSPL) report is due to be published on July 7, with

recommendations on aspects of the regulation of political finance law. The Board noted that the Minister for the Constitution had written to all Commissioners on aspects of the UK Government planned Elections Bill as such impacted on the role and oversight of the Commission. The Board agreed that the Chair would respond in writing to the Minister on behalf of the Commission, welcoming parliamentary scrutiny but also summarising key concerns related to the necessary independence of the Commission from operational controls by government. Resolved: That the Board noted the updates, thanked staff for their work and welcomed further discussion on the Electoral Integrity Bill at the next Board meeting. Commission Board action tracker (EC 47/21) Resolved: That the Board noted progress against actions requested by the Board. Forward Plan of Board business (EC 48/21) Resolved: That the Board reviewed and noted the Forward Plan of Board business scheduling further topics for the next few meetings.