

Meeting	Management Advisory Board
Meeting date	11 December 2023
Meeting time	16:30-17:00
Meeting location	MS Teams

Members in attendance	Helen Mackenzie	Non-executive Board Member (chair of this meeting)
	Ian Forbes	Non-executive Board Member
	Mark Adderley	Non-executive Board Member
	Jane Malcolm	Non-executive Board Member
	Norman McNeil	Non-executive Board Member
Other attendees	David Robb	Chief Executive Officer
	John Burns	Chief Financial Officer
	Laura Pacey	Head of Strategy and Communications
	Debbie Trafford	Head of People
	Clare Moffat	Corporate Governance Manager
	Mohammed Kashiaf Hanif	Financial Accountant
	Frances Graham	Chief Operating Officer
	Clare Scott	Non-executive Board member

1. Welcome

- 1.1 Helen Mackenzie (HM) welcomed attendees to the extraordinary meeting, scheduled to consider the NHS and Scottish Teachers' Schemes Annual Reports and Accounts.
- 1.2 Apologies were received from Frances Graham and Clare Scott.
- 1.3 There were no conflicts of interest in the business to be conducted. Ian Forbes noted a new interest; he is working on a temporary contract with the Scottish Fiscal Commission.

2. NHS and Teachers' Schemes Annual Reports and Accounts

- 2.1 The Chair advised the Audit and Risk Committee (ARC) had met earlier, with Audit Scotland and Internal Audit in presence, and had recommended the approval of the accounts. The Board noted the recommendations in the Audit Scotland Report.
- 2.2 The Board discussed the following in relation to the report:
 - The need for a change control document to be provided between iterations of the draft
 - The need for more time to be available for Board members to review the final documents before the meeting
 - Engagement with Scottish Government on the overspend caused by accounting adjustments based on Government Actuary's Department figures.
- 2.3 The Chair highlighted ARC had commended the Annual Reports and Accounts to the Management Advisory Board stating, on the whole, the reports were fair, balanced and understandable representations and recommended that the Management Advisory Board recommend to the Accountable Officer that he sign the Accounts.
- 2.4 The Board recommended to the Accountable Officer that he sign the accounts.

Action 1223.01: David Robb to sign the Annual Reports and Accounts and these to be laid before Parliament.
Completion date: 21 December 2022

3. Areas of Other Business

- 3.1 David Robb provided a brief update on progress towards the setting of the Scottish Budget for 2024-25.

Version Control		
		Version number
Date minutes sent to chair	29 January 2024	0.1
Date approved by chair	29 January 2024	1.0
Date approved by board/committee	12 February 2024	1.0
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