

# MEETING OF THE BOARD OF SCRUTINY

## MINUTES

**Wednesday 22 July 2020, 10:30am**

**Remote meeting via Zoom**

### **Present:**

Dr Karen Ottewell (Chair), Mr Graham Allen (Secretary), Mrs Rachel Rowe (Support Officer), Mr Francis Knights, Mr David Goode, Ms Edna Murphy, Dr Annamaria Motrescu-Mayes, Dr David Butterfield, Dr Timothy Dickens, and Dr Richard Mortier.

The meeting began at 10:36am.

### **1. Apologies:**

Apologies were received from Mr Ian Wright and Professor Martin Jones. Ms Saba Alai was not in attendance.

### **2. Declarations of Interest:**

None.

### **3. Minutes of meeting on 8 July 2020:**

The minutes of the Board meeting held on 8 July 2020 were confirmed as a correct record.

### **4. Matters arising:**

#### ***a.) Discussion on 14 July:***

The Chair reported that there were four submissions to the Discussion, and it has since been published.

### **5. Discussion of the Draft Report and Recommendations:**

The Board agreed to continue refining the draft Annual Report, including adding some recommendations, using the shared drive. The Board reaffirmed its intention to produce at least one additional report after the publication of the second Allocations Report.

### **6. Finalising the Report:**

The Board agreed to have an additional Zoom meeting on 12 August to finalise the Annual Report, with a following meeting in September.

### **7. Signatories of the 25<sup>th</sup> Report:**

The Chair asked Board members to provide e-signatures for the Annual Report, as meeting in person to sign the Report is not advisable in the current climate.

### **8. Any other business:**

None.

**9. Date of next meeting:**

The next meeting will be on Wednesday 12 August 2020 at 10:30am via Zoom.

The meeting closed at 11:38am.

**Rachel Rowe**  
**Support Officer**