



Agency Board Meeting 12 February 2013

Board Report Number: SEPA 01/13

Membership of Audit Committee

Summary:	As advised at the meeting held on 13 November 2012, new members of the Committee are required because three current members are due to step down from the Board at the end of 2013.
Risks:	The successful fulfilment of the duties and functions of the Committee may be at risk if new members do not have sufficient time for a handover.
Financial Implications:	None
Staffing Implications:	None
Environmental and Carbon Impact:	None
Purpose of the report:	For approval
Report Author:	Jennifer McCulloch, Clerk to the Board
Appendices:	None

Review of membership of the Audit Committee
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1. Introduction

- 1.1 According to the terms of reference of the Audit Committee (approved by the Board), members of the Committee are appointed by the Board. Given that current members are due to step down from the Board at the end of 2013, new members are being appointed.
- 1.2 As advised at the Board meeting held on 13 November 2012, Fred Dinning stepped down from the Committee at its meeting on 11 December 2012 and was replaced by Richard Dixon.

2. New members

- 2.1 The Chairman of the Audit Committee, Bob Downes, has asked Bill McKelvey to replace Alison Hay on the Committee. The meeting to be held on 19 March will, therefore, be Alison Hay's last and Bill McKelvey's first.
- 2.2 A replacement for Ian Doig, whose last meeting of the Committee will be on 10 December 2013, will be identified during 2013.

3. Recommendations

- 3.1 The Board is asked to **approve** this proposal for membership of the Audit Committee.

Jennifer McCulloch
Clerk to the Board

Bob Downes
Audit Committee Chairman

15 January 2013