

**Chair and Board Report**

April 2025

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# Introduction

This report provides an update on activities carried out by the Chair and Board since the last Agency Board meeting held on 25 February 2025. These activities have been undertaken to align with our strategic priorities.

# Chair’s Commitments

| **Meeting Date** | **Topic** | **Participants** | **Location** |
| --- | --- | --- | --- |
| 25 February | Net Zero, Energy and Transport Committee | SEPA – Corporate Leadership Team (CLT) | Scottish Parliament |
| 26 February | VIBES Celebratory Event | SEPA event | The Scottish Parliament building |
| 27 February | Chair Meeting | Crown Estate Scotland - Euan McVicar | MS Teams |
| 27 February | PSR Chair’s Cluster | Taylor Clarke - Clive Martlew | MS Teams |
| 04 March | Board Site Visit | Members of the CLT, and People and Resources Committee members | Eurocentral |
| 04 March | Agency Board Strategy Day | CLT and Board Members | Angus Smith Building |
| 05 March | Air Quality Obligations | SEPA - Chief Operating Officer Data, Evidence, and Innovation | MS Teams |
| 05 March | People and Resources Committee next steps | David Hunter | MS Teams |
| 13 March | Nature for Boards Webinar | External event | Zoom |
| 14 March | Sustainability Governance and Circular Economy | Michael Cusack | MS Teams |
| 14 March | Stakeholder Engagement | SEPA - Chief Executive; Chief Officer Governance, Performance and Engagement; Head of Engagement and Insight; and Head of Strategy and Communications | MS Teams |
| 17 March | Ocean on the Board discussion | The Scottish Association for Marine Science – Nick Owens | MS Teams |
| 19 March | Chair Meeting | NatureScot - Colin Galbraith | MS Teams |
| 21 March | Governance | Lorraine McMillan | MS Teams |
| 24 March | Digital Strategy Board Champions | SEPA - Chief Officer Finance, Modernisation and Digital; Interim Transformation Director; and Board Champion Group members | MS Teams |
| 24 March | Standards Commission Scotland Training | CLT and Board Members | MS Teams |
| 24 March | Finance discussion | Angela Milloy | MS Teams |
| 25 March | Audit, Risk and Assurance Committee | Audit, Risk and Assurance Committee Members | MS Teams |
| 25 March | Board Information Session | CLT and Board Members | MS Teams |
| 27 March | Institute of Regulation Annual Conference | External event | London |
| 01 April | Ethical Standard Diversity research | Leading Kind – Matilda Gosling | MS Teams |
| 01 April | Performance Framework and Annual Operating Plan update | SEPA - Chief Executive; Chief Officer Governance, Performance and Engagement; Head of Strategy and Communications; and Performance Manager | MS Teams |
| 15 April | People and Resources Committee and workshop | People and Resources Committee Members | Angus Smith Building/MS Teams |

Regular meetings which were also undertaken since the Board meeting on 25 February 2025:

* Weekly check-ins with the Clerk to the Board
* Monthly meeting with the Deputy Chair to the Agency Board
* Regular and ad-hoc check-ins with Board Members
* Fortnightly check-ins with the Chief Executive.

# Board Engagement

Board Activities and Updates

The Chair and members of the Corporate Leadership Team (CLT) were invited to give evidence to the [Net Zero, Energy and Transport Committee](https://www.parliament.scot/chamber-and-committees/committees/current-and-previous-committees/session-6-net-zero-energy-and-transport-committee) at the Scottish Parliament on 25 February 2025.

The Chair attended the VIBES Scottish Environmental Business Awards celebratory event at Scottish Parliament with members of the CLT and the Board. The event took place on 26 February 2025 and provided the opportunity for stakeholder engagement and to meet with winning and commended businesses.

The Chair undertook a site visit to Advanced Clothing Solutions (ACS) on 4 March 2025, with members of the People and Resources Committee (PRC) and CLT. ACS is a previous VIBES award winner and is at the forefront of a clothing rental revolution and is recognised as an emerging social innovator. Feedback provided was extremely positive from attendees and the Clerk to the Board extended her thanks to ACS for the time and effort involved for the visit.

An Agency Board Strategy Day was held on 4 March 2025 at the Angus Smith Building. The day focused on a forward look at our Annual Operating Plan and SEPA’s long term transformation vision. An interactive Flooding Services interactive session was also held followed by a Chair led session on Board Values.

Board Members were given the opportunity at short notice to visit the Sir John Murray survey vessel at Leith Port on Friday 21 March 2025 with one member able to attend and hear about this year's survey programme.

A training session by Standards Commission Scotland was carried out on 24 March 2025. This annual training session on Advice Notes for stakeholders covered several aspects of the Code of Conduct and the Ethical Standards Framework.

The Audit, Risk and Assurance (ARAC) Committee meeting took place on 25 March 2025. An update will be provided by the Chair of ARAC during the Board Meeting on 29 April 2025 as a separate agenda item.

A Board Information Session focusing on Fixed and Variable Monetary Penalties and other interventions to tackle environmental crime took place on 25 March 2025. The session was recorded and is accessible to all Board Members.

The People and Resources Committee (PRC) meeting and workshop took place on 15 April 2025 with David Hunter taking over the role of Chair of the committee. An update will be provided during the Board Meeting on 29 April 2025 as a separate agenda item.

Board Champions Update

The following Board Champions meetings have taken place since the February Board meeting:

| **Meeting Date** | **Meeting** | **Location** |
| --- | --- | --- |
| 25 February | Transformation | MS Teams |
| 25 February | Flooding Service | MS Teams |
| 12 March | Performance | MS Teams |
| 25 March | Sustainability & Climate Change | MS Teams |
| 26 March | Performance | MS Teams |
| 01 April | Risk | MS Teams |
| 04 April | Communications & Public Relations (PR) | MS Teams |
| **Planned Meetings following report submission of 16 April 2025** | | |
| 22 April | Performance | MS Teams |
| 29 April | Flooding Services | ASB |

Board Governance

Board Members were requested to review their Register of Interests form and public biographies to ensure data is relevant and up to date. These are available on the SEPA website.

Driver declaration forms were required to be completed to ensure compliance and enable Board members to continue to claim mileage expenses when travelling for SEPA business.

SEPA is modernising the Cyber Training process and replacing the 2024-2025 offering with [BoxPhish.](https://www.boxphish.com/) Board members were advised to view a short training recording ahead of the official launch and further instructions were shared by the Board support team.

**Lisa Tennant**

**Chair**

**April 2025**