

**THE SCOTTISH LEGAL AID BOARD**  
**DRAFT MINUTE OF MEETING OF THE SCOTTISH LEGAL AID BOARD HELD AT**  
**1.00 PM ON MONDAY 25 JULY 2011 AT 44 DRUMSHEUGH GARDENS, EDINBURGH**

Present: Iain Robertson, Chairman  
Ray MacFarlane  
Les Campbell  
Sheriff Ray Small  
Susan McPhee  
Graham Watson  
Paul McBride QC  
Alastair Kinroy QC  
Elaine Rosie  
Joseph Hughes

In attendance: Lindsay Montgomery, Chief Executive  
Andrew Menzies, Director of Corporate Services and Accounts  
Tom Murray, Director of Legal Services and Applications  
Andrew McIntosh, Corporate Support Manager  
Stuart Foster, Board Administrator

**1. APOLOGIES FOR ABSENCE**

Denise Loney, William McQueen.

**2. DECLARATIONS OF INTEREST**

No interests not previously registered in the Register of Board Members' Interests were declared.

**3. DRAFT MINUTE OF MEETING HELD ON 4 JULY 2011**

Subject to amending the wording of the penultimate paragraph of item 10, the draft minute of the meeting held on 4 July 2011 was approved.

**4. DRAFT MINUTE OF THE LEGAL SERVICES POLICY COMMITTEE HELD ON 4 JULY 2011**

The draft minute of the Legal Services Policy Committee held on 4 July 2011 was noted.

**5. CHAIRMAN'S INTRODUCTION**

The Chairman advised members that, whilst it remained to be confirmed, the meeting of the Legal Services Cases Committee scheduled to take place on 8 August might be conducted by conference call.

**6. CHIEF EXECUTIVE'S UPDATE**

Members considered and noted a report by the Chief Executive updating them on matters of interest since the previous Board meeting.

The Director of Legal Services and Applications provided a verbal update on the operation of the police station duty scheme.

## **7. STATEMENT OF ACCOUNTS 2010/11**

Members considered a paper which presented the draft Statement of Accounts for 2010/11.

It was noted that the Board's external auditors would issue an unqualified audit opinion, and that the Audit Committee had expressed satisfaction with the accounts when they were considered by the Committee at their meeting held earlier in the day.

It was AGREED:

- on the basis of the satisfactory recommendation from the Audit Committee, to recommend to the Accountable Officer that he sign the accounts if he is content to do so, make the arrangements for their publication and arrange for their submission, through KPMG, the Auditor General and the Scottish Government, for laying before the Scottish Parliament at the same time as the Board's Annual Review.

<b>ACTION: LM</b>
-------------------

The Board thanked Andrew Menzies and his team for all the hard work that had gone into preparing the accounts.

## **8. AUDIT COMMITTEE REPORT TO THE BOARD**

Members considered and noted a paper by the Convener of the Audit Committee reporting to the Board and the Accountable Officer, in accordance with best practice, on the activities of the Committee during 2010/11.

The Convener reported that the paper had been favourably received by the Audit Committee earlier in the day, and that the Board's external auditors had also expressed satisfaction with its content.

**DATE OF NEXT MEETING:** Monday 5 September 2011.

The meeting ended at 2.00 p.m.