

Minutes: Scottish Charity Regulator (OSCR) Board meeting, 20 October 2022

Board Members Present: Jill Vickerman (Deputy Chair) Jessica Wade, Lynn Bradley, Neil MacKay, Bill Maxwell, Robin Strang, Kirsten Howie

Apologies:

OSCR attendance: Maureen Mallon, CEO
 Martin Tyson, Head of Regulation & Improvement
 Judith Hayhow, Head of Corporate Finance Governance & Business Manager
 Senior Manager Communications & Digital

Apologies Marieke Dwarshuis (Chair)
 HR & Learning Co-ordinator

Board Secretary:

Private Business		
Item	Area	Action
1, 2 & 3	<p>Chair’s introduction, welcome, declaration of interest, minutes from previous meeting and Action log</p> <p>2. Declarations of interest – none.</p> <p>3. Minutes of previous meeting</p> <p>The minutes were agreed and adopted.</p> <p>Matters arising from minutes – none.</p>	
4.	<p>Mid-year 2021-2022 Business Plan & Performance Report</p> <p>Accommodation: The CEO provided an update on the progress with the accommodation lease and advised that an updated business case has been agreed with all parties and forwarded to Ministers. The board asked for clarification in relation to lease breaks and the potential of other bodies moving into the building.</p> <p>A Town Hall style event is to be held with staff on 22nd November. A consultation with staff to look at our accommodation requirements- How we want to use our space and also the development of the corporate plan using the feedback from our August strategy day.</p>	

	<p>Pay: On the Pay review staff advised that OSCR has budgeted for the current pay offer.</p> <p>Charities Bill: Questions were raised about whether a detailed delivery plan detailing and linking to related risks was in place regarding our commitments and work on the upcoming Charities Bill.</p> <p>While the Bill is not yet published in detail and there is still a fair bit of uncertainty, a good amount of planning work done as part of the work on the Financial Memorandum for the Bill, especially regarding the implementation of Trustee database and outline costs and timelines have been considered. Wider implications for impacts on resources and other priorities are also factored into our planning and will be kept under review by ELT.</p> <p>ARAC and the Board will engage in reviewing these plans for assurance Action</p> <p>We agreed that we need to agree a definitive small set of KPIs including a balanced scorecard and trend data. With the new chair in place this is something we should focus on. Action</p>	<p>Finance Governance and Business Manager /JH/LB</p> <p>Finance Governance and Business Manager</p>
5.	<p>Cases Committee update</p> <p>The Cases Committee Chair updated on the meeting held a few days previously, which provided updates on various cases. There have been considerable challenges for the team due to amount of new cases and resource - however good progress has been made with training and</p>	

	<p>resourcing. The meeting had been extended so the revised policy and the updating of concerns form could be discussed fully. The team are now looking at how we take this forward and a report will come to the board in due course.</p> <p>The Head of Regulation and Improvement concurred that there had been very useful discussion including that we will be very specific in future on what we will/won't take on as concerns. We will continue to improve how decisions are communicated and will also ask external stakeholders their views.</p> <p>The question of whether we should consider seeking specific powers to enable us to publish reports if no action is taken was raised. Linking to the ongoing review of KPI's members raised the value in ensuring that we keep a focus on time taken for specific cases and link this to process improvement and resource requirements. This was acknowledged as a complex areas, given the unique nature of many cases.</p> <p>Members welcomed the progress on improving our concerns form as we work to reduce cases coming in and taking time that are not relevant to OSCR.</p> <p>Members asked how OSCR keeps track of individual charities and sectors who may be impacted most severely by the costs crisis. Whilst we have had conversations with SG on charities having financial difficulties, there has as yet been no increase in wind ups due to this. However it may be that as we get back to normal after Covid, we begin to see more cases.</p> <p>The Senior Digital and Coms Manager gave assurances that the Comms team are drafting responses and communications plans ready for any media interest.</p>	
6.	<p>ARAC</p> <p>The ARAC Chair advised that focussing on Risk Framework and Business Continuity plans is going extremely well. Great effort by ARAC staff members and staff all in same place on desired outcomes.</p> <p>The ARAC Chair also advised that the minutes from last ARAC meeting in board pack are still in draft format and are still to be signed off.</p> <p>JH mentioned that she and Finance Governance and Business Manager had been in touch with individual Board members on specific work and found this very helpful.</p>	
7.	<p>Verbal update from meeting with Cabinet Secretary</p> <p>MM advised that she and the Interim Chair had a useful and constructive conversation with Cabinet Secretary which covered the OSCR Budget and the forthcoming Bill legislation. All agreed that the planned Bill legislation is business critical. Work is ongoing to support the legislation to move through the process smoothly.</p>	

8.	<p>Financial Report</p> <p>JH advised that at the mid-year point, we have used around 50% of budget. The D365 spend was at start of financial year with the Pay review settlement to come in November and this is to be backdated. This has been planned for and we are looking at what we can do re other outstanding projects particularly around IT.</p> <p>A specific query was raised about why we don't show backdated salary payments as accruals. Further improvement suggestions were also raised including additional columns for spend to date, more detailed variance analysis and commentary and how much of our spend is on regulatory business and requirements. These were very helpful suggestions and will be reviewed.</p> <p>Action</p>	<p>JH/Finance Governance and Business Manager</p>
9.	<p>Review of meeting and papers- no comments</p>	
10.	<p>2023 meeting dates- Confirmed dates are Feb 22nd, April 26th, June 21st, Sep 27th and Nov 22nd. The February meeting will be virtual. Format for remainder tbc.</p>	
11.	<p>AOB- Farewell get together with outgoing Interim Chair. .</p>	
12.	<p>Meeting closed</p>	