

Board Members Present: Marieke Dwarshuis (Chair), Jill Vickerman (Vice-Chair), Jessica Wade, Lynn Bradley, Kirsten Howie Neil MacKay, William Maxwell, Robin Strang

Apologies: Maureen Mallon - CEO

OSCR attendance: Judith Hayhow - Head of Corporate
 Martin Tyson - Head of Regulation & Improvement
 Finance Governance & Business Manager
 HR & Learning Coordinator
 Senior Manager, Higher Risk Cases & Quality Assurance
 Senior Manager, Communications & Digital
 Senior Manager, Policy & Sector Improvement

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>1. Apologies from MM were noted.</p> <p>2. Declarations of interest – None</p> <p>3. Minutes of previous meeting – Agreed.</p> <p>Action log – Amendments were discussed and agreed and are to be adopted. Further feedback was provided around the Board Standing Orders.</p> <p>Matters arising</p> <p>JH advised that the lease has not yet been signed and that negotiations with the landlord are ongoing.</p> <p>There was a discussion about Revitalising Trusts. MT advised that the project is now moving out of the first phase and into the next stage.</p>	
4.	<p>Chair update</p> <p>The Chair provided a verbal update.</p> <p>MD has been carrying out Board appraisals and advised that she will pull together the key points from these and will share this with the Board. This may feed into the Board Effectiveness Review.</p>	

	<p>MD & MM met with the SG Director General to discuss OSCR's funding position.</p> <p>MD met with the Chair of Food Standards Scotland. The potential of forming a group of NMO's was discussed and there is a plan to take this forward over the coming months.</p>	
<p>5.</p>	<p>CEO update</p> <p>JH advised that the internal audit annual review had been completed and that a Substantial Assurance rating had been awarded to OSCR. The 2022-23 Annual Report and Accounts are in the process of being prepared with a draft to be ready for consideration by our External Auditors, Deloitte, when the audit starts on 15 May. Once the draft has been with the auditors for audit and feedback has been received, it will then be discussed at the ARAC meeting and communication will then be brought to the Board.</p> <p>It was agreed that the narrative of the Annual Report and Accounts will be sent to the Board members as a draft.</p> <p>Action – Draft of the narrative part of Annual Report and Accounts to be circulated to the Board for feedback prior to ARAC in June.</p>	<p>Finance Governance & Business Manager</p>
<p>6.</p>	<p>Board Annual Review of Corporate Risk Register</p> <p>It was agreed that there needs to be a full review of the Risk Register in light of the new Corporate Strategy. This will take place at a strategy day to be held in the summer.</p> <p>Action – MD to discuss with MM a date and agenda for Strategy Day.</p> <p>JF advised that we have now secured Cyber Essentials accreditation and are in the process of applying for Cyber Essentials plus. This is a slightly lengthier process,</p> <p>Action – Update to be provided to the board at the June meeting in relation to cyber security with progress on Cyber Essentials Plus accreditation to be provided at the November meeting.</p> <p>A discussion was held about current uncertainty in relation to the budget allocation for 2023-24, and specifically funding in respect of Bill implementation. (See also Chair's update).</p> <p>Action – New risk to be added to the Risk Register in relation to OSCR's ability to deliver implementation of the Bill without the necessary budget allocation.</p>	<p>MD/MM</p> <p>Senior Manager, Communications & Digital</p> <p>Finance Governance & Business Manager</p>

	<p>7. Quality Assurance update</p> <p>The Senior Manager, Higher Risk Cases & Quality Assurance introduced the paper and spoke about developing a more modern approach to Quality Assurance and that the foundation for this is improvement and supporting learning and development for all staff.</p> <p>The Chair asked for any comments or reflections with regards to the three questions within the paper. This was open for discussion and a variety of opinions were exchanged. Overall, it was agreed that the approach taken was appropriate, but that clearer links to OSCR's assurance mapping were included where required. The next stage of this is for a framework to be developed which is to be submitted to the Board for approval along with an outline of what a report would look like. A draft of this will be shared at the June meeting for feedback.</p> <p>Action – Link QA activities to the assurance map and base assurance activity on the identified gaps.</p> <p>Action – QA framework and associated report draft to be brought to the Board Meeting in June for discussion.</p>	<p>Senior Manager, Higher Risk Cases & Quality Assurance</p>
<p>8.</p>	<p>Draft Inquiry Policy</p> <p>MT introduced the paper and explained that comments had been received from relevant external stakeholders. The Casework Committee had looked at the draft at the meeting that took place on 17th April 2023 and any comments have been incorporated into the final draft.</p> <p>MT advised that work was continuing on the new concerns form on the website and testing will commence on this imminently. It was also discussed that the part of the OSCR website regarding the concerns form needs to be looked at in relation to wording and language surrounding this to ensure that it is as useful and beneficial as possible. It was also noted that there is a comms plan surrounding this.</p> <p>The Chair asked for comments on the draft policy from the Board and it was open for discussion and feedback was shared.</p> <p>It was agreed to add a reference to what OSCR is responsible for earlier in the document.</p> <p>A point was raised to ensure full clarity as to whether, and if so, when and how those who have raised a concern would be informed of any outcome/action taken. This will be looked at again to ensure clarity and consistency.</p> <p>Action – MT to review references to outcome sharing in draft policy.</p>	<p>MT</p>

	<p>With the above comments, the Board approved the revised Inquiry Policy.</p> <p>Action - The Board is also to be notified when the Inquiry Policy and concerns forms are launched.</p> <p>Action – Board to be given a demo of the new concerns form on the website at Board meeting or Strategy Day</p>	<p>MT</p> <p>MT</p>
<p>9.</p>	<p>Corporate Strategy 2023-26</p> <p>The Chair opened up with stating that the Corporate Strategy has been developed with input from Board members throughout, and that discussion and engagement on developing of outcome measures had been particularly helpful and constructive. The Strategy was now brought to be Board for approval.</p> <p>The Finance Governance & Business Manager advised that small changes had been made to the narrative based on Board feedback at the Board Strategy Day. There have been bigger changes made to the outcomes measures noted toward the back of the paper as per the feedback and comments that had been received by the Board.</p> <p>The Chair opened this up for discussion and asked for any further comments. There was feedback given regarding some wording and language used within the paper that is to be amended and updated.</p> <p>It was agreed that the Board do not need to see these further (minor) changes.</p> <p>With consideration to the changes that are to be made to the paper the Board agreed to approve the Corporate Strategy 2023-26 once the updates noted are made.</p> <p>The communications plan for the Corporate Strategy was discussed.</p> <p>Action – Full Comms plan to be brought back to the Board at the June meeting.</p>	<p>Senior Manager, Communications & Digital</p>
<p>10.</p>	<p>Performance Report</p> <p>The Finance Governance & Business Manager introduced the final performance report in respect of our 2022-23 activities. He provided an overview, and also advised that the Performance Report content and style for the remainder of the year will be revamped based on the new Corporate Strategy and Business Plan and will include more data.</p> <p>The HR & Learning Coordinator added further information relating to industrial action, as we had recently been informed that PCS intend to have a further strike action on the 28th April 2023.</p> <p>There was a discussion around the report and adjustments that will be made to reflect the feedback received.</p>	

	<p>It was confirmed the new Board KPI's will be included in the 2023-24 Business Plan paper that will be included in the June Board Meeting.</p> <p>Action – The new 2023-24 Board KPI's are to be circulated for input and comment prior to the June Board Meeting.</p> <p>Action – The next performance update to the Board to include a reference to any crossover between the 2022-23 priorities and the 2023-24 priorities.</p>	<p>Finance Governance & Business Manager</p>
<p>11.</p>	<p>Casework Committee update</p> <p>MT opened up by stating that the work in hand was much closer to where we want to be.</p> <p>There are a number of high-profile cases that the Cases Committee are currently looking at.</p> <p>A lessons learned session in relation to recent high profile cases is upcoming and the key lessons from this will be discussed with the cases committee.</p>	
<p>12.</p>	<p>Financial Report including current year budget</p> <p>Following on from discussions earlier in the meeting, further discussion was held around the uncertainty around the budget allocation for 2023-24 and the potential impacts.</p> <p>It was noted that discussions with SG Officials (referred to in Chair update) had been held and feedback from SG is awaited.</p> <p>It was confirmed that scenario planning has been carried out in relation to budgeting, and the costs associated with implementing the new legislation.</p> <p>Action – Budget scenario planning to be shared with the Board.</p> <p>It was agreed that a longer-term piece of work is required to help understand better the functions and activities. i.e., around vacancies and resourcing, to pin down what the plan is.</p> <p>Action – Longer term scenario planning to be carried out and shared with the Board.</p> <p>The Board stated they expect the Senior Team to go ahead with spending based on the current £3.3m budget, and not to assume any additional funding will be allocated this year.</p>	<p>JH</p> <p>JH</p>
<p>13.</p>	<p>People Strategy overview</p> <p>The HR & Learning Coordinator introduced the paper and explained that OSCR is one year into the three-year strategy timescale. Positive</p>	

	<p>changes can be seen from the results of the people survey score. There is still work to do but progress appears to be being made.</p> <p>Action – Progress against ‘Prioritising our people’s wellbeing’ to be reviewed and updated if necessary.</p> <p>The Corporate Training Plan was discussed, and it was noted that this is in the process of being updated, and will be shared with OSCR staff, and Board Members once finalised.</p> <p>Action – Corporate Learning Plan for 2023-24 to be shared with the Board once finalised.</p>	<p>HR & Learning Coordinator</p> <p>HR & Learning Coordinator</p>
<p>14.</p>	<p>Charity Legislation update</p> <p>It was reiterated that the dates for key milestones in the passage of the Bill, and for subsequent Secondary Legislation have still not been confirmed by Ministers and the Scottish Parliament.</p> <p>The Stage 1 Report from the Social Justice and Social Security Committee (SJSSC) is likely to be published on Friday 28 April, with input to the Scottish Government’s response to the Report required to be delivered by Tuesday 2 May.</p> <p>The SJSSC and stakeholder organisations have made specific mention of the need for OSCR to have available the resources required to deliver the measures contained within the Bill. The SJSSC may decide to monitor whether the correct level of resources is available to OSCR. This could be for the duration of the Bill’s progress through the Parliament, or even at a later date as a part of monitoring of OSCR as a Non-Ministerial Organisation.</p> <p>Planning for implementation of the Bill measures is not as far forward as originally planned due to the current OSCR budget considerations. Where possible, planning has taken place, including some of the measures for which early commencement is anticipated.</p> <p>Action – One meeting of the Programme Board meeting is to be held before the June Board Meeting</p>	<p>MT</p>
<p>15.</p>	<p>Review of Board Papers</p> <p>The Board feedback the papers were appropriate and helpful.</p> <p>Action – Add August Strategy Day to Board Schedule of business and review which policies come to the Board.</p>	<p>Finance Governance & Business Manager</p>