

Board Members Present: George Walker (Interim Chair), 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
 Sector Improvement Manager (Item 11)

Board Secretary: PA to CEO (Covering Annual Leave)

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 subject to a minor amendment.</p> <p>The style of the new minutes was agreed.</p> <p>Matters arising from minutes – none.</p>	<p>Board Secretary</p>
4.	<p>2021-22 Business Plan report on progress</p> <p>CEO & Chair to meet with the Director of Covid Recovery and Public Service Reform who is responsible for the Third Sector and Public Bodies division, to discuss strategic and operational matters and challenges going forward. Updates from any discussions will be provided to Board Members in due course.</p> <p>Board Members noted that Hybrid working is going well, with everyone settling into the routine of attending the office in person on at least two days per week.</p> <p>Accommodation lease – The process for securing the lease on accommodation is ongoing</p>	<p>MM/GW</p>

	<p>There was discussion around the format of the Business Plan Report, following which It was agreed that progress against Business Plan to be shown in future updates and that updates should include information about whether actions relate to a regulatory functions (must do) or relate to other activities.</p>	<p>Finance Governance & Business Manager</p>
5.	<p>Performance update (including proposed format of future reports)</p> <p>It was agreed to reformat the performance information to show a 2/3-year time series issues and to look at trends. Narrative should accompany the performance charts to provide context It was also agreed that more detailed information would be provided to the board as and when recruited to support discussion about specific subjects.</p>	<p>GW/Finance, Governance & Business Manager</p>
6.	<p>ARAC annual Report to the board</p> <p>LB presented the Report, with the following items highlighted for consideration and action.</p> <ul style="list-style-type: none"> • There is a need over the coming months to rebalance what comes to the board and what goes to ARAC. • The accounts have been recommended for signature. • ARAC Intend to review risk management and ensure this is aligned with the new corporate plan. <p>It was noted that ARAC is meeting in August to look at risk, assurance mapping, and review the timetable for the annual report.</p>	<p>Finance, Governance & Business Manager</p>
7.	<p>Annual Report & Accounts 2021-22</p> <p>A draft of the report and accounts was considered at the ARAC meeting, and it was recommended that these are signed and approved subject to minor typo amendments.</p> <p>.</p>	<p>Finance, Governance & Business Manager</p>
8.	<p>Increasing Transparency in OSCR's regulatory activity</p> <p>The board noted the paper and the two questions for discussion.</p>	

	<p>The board feedback that public interest should include an element of ‘what is likely to cause harm’. It was noted that other bodies have a much more substantial definition of public interest.</p> <p>A further discussion was held around the six proposals detailed within the paper. Points noted from the board were that there should be a clear idea around what is to be published and when, a threshold for when to publish section 33 reports, and that it would be useful to publish ‘what happened next reports after recommendations have been made or actions taken.</p> <p>A general principle of ‘can we afford not to be transparent’ was noted and it was agreed no information can be published about an investigation until it is concluded.</p> <p>It was agreed MT will review the feedback provided by the Board with the ELT and present a draft policy to the board for discussion at the September Board meeting.</p>	MT
9.	<p>Risk update</p> <p>The ARAC risk strategy review is scheduled for August. At this meeting the reporting mechanism to the Board will be discussed.</p> <p>A discussion around ARAC meetings held. It was agreed that after each ARAC meeting a report highlighting what had been discussed and any specific risks the board should note would be issued. It was also agreed the Board would have access to the papers from ARAC meetings on request. (Board members to contact Finance, Governance and Business Manager, who will provide the papers)</p> <p>A discussion around the spending review took place and it was agreed information to demonstrate the impact of 1, 2 and 3% efficiencies would be created for the august strategy day. It was noted that there was currently no additional funding for ‘spend to save’ but there may be future discussions about this. It was also noted that charging for some of OSCR’s functions could be considered.</p>	Finance, Governance & Business Manager
10.	<p>Financial Report</p> <p>The ELT meeting to be held on the 27th of June to begin the detailed look at resource and workforce planning. The Chairman and the CEO will approach the Cabinet Secretary, Finance and the Economy for a meeting and will take questions forward to them and other Scottish Government officials. They will thereafter appraise the board about this.</p> <p>The legislative project and trustee database will be a challenge/risk as there is currently no additional funding included in the budget for this. ELT are to look at staffing levels, possible scenarios and efficiencies over the coming weeks. During these discussions, all options for efficiencies will be considered.</p>	MM/GW/JH

11.	<p>Notifiable Events proposal</p> <p>A discussion about the proposals took place and it was noted the paper was very informative and well presented.</p> <p>Action the Sector Improvement Manager, MT and team are to refine the options and revisit the points and suggestions made by the board. (looking at terminology/language use, separately consider if there are incidents we want to hear about, do we consider having something alongside annual reporting, definition of what we want to know, address what we'd want to know out with annual return, try to develop and bring option one forward.)</p>	Sector Improvement Manager /MT
12.	<p>Casework Committee update</p> <p>Linking back to the earlier discussion under item 4, MT reported we are in a better position with a number of areas of casework, where both backlogs and the time taken to process cases has reduced. As well as the filling of some vacancies, this has been achieved by flexibly deploying staff to focus on certain areas. However, MT also noted we are not yet where we would want to be overall with casework and looked forward to further progress over the summer.</p>	MT
13.	<p>Review of meetings and papers</p> <p>The board agreed that GW will engage with Finance Governance and Business Manager, to review the best way to thread together the business plan update, the performance update and the cases committee report</p> <p>The Chair Recruitment process is ongoing.</p> <p>Next two board dates: Strategy Day 24th August (in person). Boarding meeting 15th September (Virtual meeting)</p> <p>It was agreed that we would wait until the new Chair is known before rolling out the dates in to next year.</p>	GW/Finance, Governance & Business Manager/MT