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MINUTES

Scottish Charity Regulator (OSCR) Board meeting

Held on Wednesday 11 November at 10am at Mental Welfare Commission, Edinburgh

Present: The Very Rev Dr Graham Forbes, Chair
 Prof. David Harrison, Vice Chair
 David Hughes Hallett, Board Member
 Pat Armstrong, Board Member
 Shona Ulrichsen, Board Member
 Prof. Stuart Cross, Board Member
 Fiona Ballantyne, Board Member
 Kaliani Lyle, Board Member

In attendance: David Robb, Chief Executive
 Martin Tyson, Head of Registration
 Laura Anderson, Head of Enforcement
 Judith Turbyne, Head of Engagement
 Judith Hayhow, Head of Support Services
 Nicola McBain, Board Secretary
 Sonia Johnston, IoD Board Experience (Observer)

		ACTION
1.	<p>Apologies</p> <p>Apologies were received from Moira Cathcart, Senior Legal Advisor.</p> <p>Sonia Johnston was welcomed to the Board meeting. Sonia will be an observer on the Board for the next 12 months as part of the Institute for Directors and Scottish Government Board Developing Board Experience programme.</p>	
2.	<p>Declarations of interest</p> <p>Declarations of interest were noted from Graham Forbes, David Harrison and Stuart Cross in respect of the Higher Education Governance Bill referenced in agenda item 2.</p>	

	Pat Armstrong declared an interest in respect of an enforcement case discussed in agenda item 2.	
3.	<p>Agenda item 1: Minutes of previous meeting</p> <p>The minutes of 9 September 2015 were approved.</p> <p>Matters Arising: The Head of Support Services is to follow up with all Board Members on the Board's Annual Self-Assessment Checklist.</p>	JH
4.	<p>Agenda Item 2: CEO's Report</p> <p>The Chief Executive introduced paper 434.</p> <p>Registration and Enforcement cases: Verbal updates were given on significant cases.</p> <p>Engagement: The Head of Engagement advised that the first few Meet the Charity Regulator events had gone well. A Board Member has chaired each event and the good level of participation at each was noted. The Board agreed that the format of this year's events had worked well and thanked the staff for the organisation.</p> <p>The Trustee Guidance is still out for consultation until 18 December; however comments to date have been positive. Areas to consider further include further signposting and the creation of a shorter version, which is already being considered.</p> <p>Trustees' Week proved very successful with over 150 attendees at the event held in Airdrie, addressed by the Cabinet Secretary, Mr Neil. There was also a very positive social media presence.</p> <p>The new web-logo that charities can use on their website to show they are on the charity register has been completed. Further work on how we communicate its availability to charities is being undertaken.</p> <p>In respect of Fundraising there will be separate summits in England and Scotland in November 2015. The Head of Engagement will attend the Scottish event, form part of the panel and run a workshop. The Board asked whether there was a timeline for action. The Head of Engagement advised that this is not entirely clear, but it is expected that a working group will be established following the summit in Scotland to look at proposals in greater detail,</p>	JT

	<p>and in England it is expected that the new Fundraising Regulatory Body will be established by April 2016.</p> <p>Projects: The Head of Engagement updated the Board on the Targeted Regulation project. She advised that the project is progressing well and that the Head of Registration is acting as project manager for the IT changes.</p> <p>The Change Group is working on models for improvement in December 2015, and these will be further discussed with SMT prior to testing of these with staff in early 2016.</p> <p>It is expected that the changes to the annual return, the introduction of the notifiable events scheme and our new approach to the monitoring of accounts will be introduced in April 2016. The CEO advised that although we are starting to advise charities of these timescales at the MTCR events, we will continue to communicate this further as the timescale draws nearer. The Board welcomed this progress, and advised that it was important to reflect that these changes were the result of proposals on which there had been extensive consultation.</p> <p>Policy & Operating Environment: The CEO advised that a positive quarterly meeting had been held with SG officials.</p> <p>The Head of Registration updated the Board on the progress of the Higher Education and Land Reform Bills. He advised with both there had been a high level of media coverage, and that we will continue to monitor their progress through parliament. OSCR has not been asked for any further evidence on either.</p> <p>The Board discussed the Scottish Government consultation on the introduction of diversity succession planning for board appointments and agreed OSCR should respond. The Board are to be asked for their comments on the draft prior to submission.</p> <p>The Board noted OSCR's engagement with the Scottish Parliament in respect of the 'Inquiry into the governance arrangements for ALEO's' and 'Coatbridge College', and with the College Good Governance Task Group set up by the Cabinet Secretary.</p> <p>In respect of ongoing engagement with other regulators</p>	<p>JT</p> <p>MT</p> <p>All</p> <p>DR</p> <p>DR</p>
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	<p>the CEO advised that he, Laura and OSCR's Senior Legal Advisor are to attend the International Charity Regulator's Forum in Belfast and will report back at the next Board meeting.</p> <p>Corporate Services/Staffing: The Board noted the update in respect of staffing and absence levels.</p> <p>Governance: The Board noted the progress in respect of the appointment of two new Board members in 2016.</p>	
5.	<p>Agenda Item 3: Performance Report</p> <p>The Head of Support Services introduced paper 435.</p> <p>The Management Information, Corporate Dashboard and Financial Summary were all noted by the Board.</p>	
6.	<p>Agenda item 4: Best Value Discussion</p> <p>The Chair of the Audit Committee introduced paper 436.</p> <p>He advised that following the Audit Committee meeting in June 2015, the group met again with the SMT to consider the concept of Best Value, and how OSCR publicly demonstrates its effectiveness in this area.</p> <p>A wide ranging discussion took place and the report summarised the key points discussed.</p> <p>The Board noted the key points agreeing that the concept of public value was more appropriate for OSCR to consider in this context. They advised that communication was a key tool for demonstrating this, and OSCR should focus on telling the story of the impact of decisions made.</p> <p>It was acknowledged that it is sometimes difficult to measure the impact of the proactive and preventative work undertaken, but where we could we should.</p>	JH
7.	<p>Any other business</p> <p>No other business was noted.</p>	