

Minutes: Scottish Charity Regulator (OSCR) Board meeting, 12 June 2018, Dundee

Board Members present: The Very Rev Dr Graham Forbes (Chair), Pat Armstrong (Vice Chair), Prof. Stuart Cross, Jessica Wade, Shona Ulrichsen, Jill Vickerman, Stephanie Fraser

Board Apprentice: Julie Hutchison (observer)

OSCR attendance: David Robb, CEO; Martin Tyson, Head of Casework; Judith Turbyne, Head of Engagement & Targeted Response Unit; Judith Hayhow, Head of Support Services; Laura Anderson, Head of Professional Advice & Intelligence; Moira Cathcart, Senior Legal Advisor.

Board Secretary: Paula Duncan, Engagement Manager

Observers: 4 members of the public

Apologies: Dr Sophie Flemig

Preliminaries		
Agenda item	Area	Action
1.	<p>Chairman's introduction</p> <p>Graham welcomed the Board members and public observers to first open Board meeting. Introductions from Board and public.</p>	
2.	<p>Declarations of interest</p> <ul style="list-style-type: none"> None for this part of meeting 	
3.	<p>Minutes of previous meetings: 21st March 2018 (500)</p> <p>Approved. Minutes to be uploaded to website.</p>	PD
4.	<p>Matters arising & environmental scanning</p> <p>The Board members gave updates on issues of relevance to OSCR's work from their recent experience and personal perspectives.</p> <p>Themes discussed included:</p> <ul style="list-style-type: none"> Increase in asset transfers from local authority with short timescales imposed Good attendance at Meet The Charity 	

	<p>Regulator events, chaired by Stuart and Stephanie</p> <ul style="list-style-type: none"> • Charity trustee 'fear of regulation(s)' and the capacity issue for trustees • Thematic inspections of self-directed support from the Care Inspectorate - could have impact for service users • Third sector cyber-resilience working group set up to look at risks in the sector • Work that is ongoing on the Governance Code for Scotland • SCVO new leadership and Third Force News changing style to monthly magazine • Conference and awards season • ACOSVO offer a crisis support service for CEOs of charities, capacity challenge common where CEO and Chair have conflict • Recent Board conversation with Paul Johnston, DG Education, Communities, & Justice • 2018 is 'Year of the Young Person' – will be recognised during Trustees' Week 	
<p>5.</p>	<p>Operational Report (501)</p> <p>The Board noted the content of the paper.</p> <p>Engagement:</p> <ul style="list-style-type: none"> • Work is ongoing on safeguarding theme with constructive events with SCVO and UK counterparts • Meet the Charity Regulator events going well so far – Perth and Peterhead complete • Fraud guidance published • Reporting roundtable encouraging • Q-Step placement – excellent analytical work • Scottish Governance Code on track for publication in Trustees' Week in November • Registration logo – over 13,000 downloads <p>Targeted Response:</p> <ul style="list-style-type: none"> • An increase in notifiable events was noted, and though it will take time to note trends, the two issues are becoming more common in terms of reporting are fraud and cybercrime <p>Online applications project:</p> <ul style="list-style-type: none"> • Technical partners Horisk have developed the front end of the application form, some 	

	<p>work still to be completed connecting with OSCR's systems</p> <ul style="list-style-type: none"> • Testing taking place with internal and external volunteers • Soft (beta) launch from late June • Board members to be sent a URL to allow access to draft form <p>SORP:</p> <ul style="list-style-type: none"> • Charity Commission Northern Ireland and the Charities Regulatory Authority in the Republic of Ireland have been given approval to join the SORP-making body • All four regulators might write to Financial Reporting Council (FRC) to highlight the special nature of charity sector prior to the first annual SORP-making bodies meeting in September <p>Corporate Services / Staffing: Verbal updates were given on:</p> <ul style="list-style-type: none"> • Staff leavers: 20% vacancies currently which is creating pressures and putting some delivery targets at risk, but also provides an opportunity whilst planning for OSCR 2023 • SMT have agreed some urgent recruitment in the meantime 	MT
6.	<p>Performance Management Report (502)</p> <p>The Board noted the contents of this paper.</p> <p>An overview of performance in a number of operational areas was provided. The Corporate Dashboard is produced quarterly so up to date information was provided, except for financials (awaiting finalisation of 2018-19 budget breakdown).</p> <p>Also noted:</p> <ul style="list-style-type: none"> • queries to the office have reduced due to ongoing work in this area but still offering high level service as validated by the survey work • rise in concerns • discussion about performance targets and possible changes to these • number of defaulting charities also on the rise, but this likely to be seasonal as well as the 	

	<p>capacity issue</p> <p>The performance report should note April rather than February in regards to FOI.</p>	JH
7.	<p>OSCR Annual Report and Accounts 2017-18 (503)</p> <p>The Head of Support Services introduced the paper.</p> <p>The Board confirmed that they were happy with the contents of the Annual Report & Accounts, and commended JH for its readability.</p> <p>FReM guidance dictates the structure of the report, but Board members were pleased with new structure as it gives readers a better sense of the organisation's purpose, priorities and risks. Messages for Scottish Ministers are included, but are also being communicated separately. A concise version (the Annual Review) will also be prepared and circulated to key stakeholders.</p> <p>Accounts will be signed by DR as the Accountable Officer by the end of the week, prior to being sent to external audit, who will arrange the laying in parliament.</p>	
8.	<p>Audit Committee's Annual Report to Board (504)</p> <p>Prof Stuart Cross, Chair of the Audit Committee, and JH, Head of Support Services introduced the paper.</p> <p>The Board noted the contents of the paper which summarised the committee's work during the year, and received a verbal update from the most recent Audit Committee meeting (8 June 2018).</p> <p>The Chair of Audit Committee advised that the external auditors had had raised no issues in respect of the 2017-18 accounts; and that following their review work, internal audit had awarded a substantial assurance rating.</p>	
9.	<p>Public/Charities Surveys 2018 – presentation and discussion from Progressive</p> <p>Sarah Ainsworth and Stefan Durkacz from the research company presented the detailed findings from the biennial surveys, the results of which</p>	

	<p>showed sustained levels of public trust in Scottish charities, and high satisfaction rates with OSCR services. Some discussion about sampling methodology.</p> <p>Link to be sent to Board members.</p>	<p>PD</p>
--	--	------------------

The Chair thanked the observers who had been present.

The second part of the Board Meeting was held in private and has been minuted separately.