PAPER NUMBER: 2019-12-16/BOARD/552

Minutes: Scottish Charity Regulator (OSCR) Board meeting, 28 October 2019, Dundee

Board Members present:	Lindsay Montgomery (Chair), Pat Armstrong (Vice Chair), Stuart Cross, Jessica Wade, Stephanie Fraser, Shona Ulrichsen, Jill Vickerman, Sophie Flemig
OSCR attendance:	Maureen Mallon, CEO; Martin Tyson, Head of Casework; Dr Judith Turbyne, Head of Engagement & Targeted Response Unit; Laura Anderson, Head of Professional Advice and Intelligence; Judith Hayhow, Head of Support Services; Moira Cathcart, Senior Legal Advisor, Ian Grieve, Communications Manager OSCR Casework Policy Manager (Item 11)
Board Secretary:	Business Planning & Learning Co-ordinator
Apologies:	None received

Private Business		
Agenda item	**Area**	**Action**
2.	**Chairman's introduction and apologies** Lindsay Montgomery (LM) welcomed everyone to the meeting. No apologies received. In particular LM: • welcomed Ian Grieve to his first Board meeting • congratulated Maureen Mallon (MM) on her recent successful appointment as CEO of OSCR	
3.	**Declarations of interest** • Stephanie: Horsecross Arts • Stuart: Horsecross Arts • Shona: Who Cares? Scotland	
4.	**Minutes of previous meetings: 29 August 2019** Approved	
5.	**Matters arising & Horizon Scanning** The Board members gave updates on issues of relevance to OSCR's work from their recent experience and personal perspectives. LM & MM will meet with Cabinet Secretary for Communities and Local Government in November. PA confirmed that our Trustees' Week events are once again oversubscribed.	

6.	**CEO Operational Report**	
	Maureen Mallon (MM) introduced the paper and highlighted areas of the paper. In particular:	
	Corporate Plan 2020-25: an updated version based on Board discussions from our Strategy Day is being developed and will be with Members shortly	
	OSCR Surveys: our proposal is being updated following valuable engagement between staff and Board Members.	
	The updated OSCR surveys proposal is to be shared with all Board Members as soon as it becomes available.	**JT**
	The Board noted the contents of the paper and comments were invited.	
	LM highlighted the Cabinet Office Survey to Board Members. Our current response rate is 71%.	
	LM to write out to staff, on behalf of the Board, encouraging completion. Closing date is 4 Nov	
	Engagement Strategy next steps: The Board had a wide-ranging discussion around the three questions asked within the annexe paper.	
7.	**Board and Committees Responsibilities**	
	JH introduced the paper and invited comments and discussion from the Board.	
	Board Casework Terms of Reference (ToR) Board Members had a wide-ranging discussion about the Terms of Reference, providing feedback and changes to a number of items within the ToRs	
	Board members to provide further comments and any substantive changes directly to JH	**ALL**
	Second draft of ToRs to be provided at December Board meeting for further comment. Updated version to be provided in advance of December meeting	**JH**
8.	**Digital update**	
	JH introduced the paper and invited comments.	
	The paper is an update of how we plan to turn our Digital Strategy into an Action Plan. There was discussion around the work that DTS has undertaken	

	in respect of getting us to where we are now, as well as helping us identify how we can innovatively achieve our digital aspirations.	
9.	**SORP Governance Review – update** LA introduced the paper, giving a quick update on the recruitment process for the new SORP Committee. Recruitment is open, closing end of Nov. Interviews will be held during the first full week in Jan, with the new Committee in position in March 2020.	
10.	**Casework Report** MT introduced the paper and highlighted some areas of interest	
11.	**Risk Assessment Next Phase- presentation** **OSCR's Casework Policy Manager, joined the meeting for this presentation.** LA gave a presentation updating Board Members on our new approach to risk assessment and the work of the RA (Risk Assessment) Team to date. The presentation provided details of work done since the last meeting, an outline of the experience of the Risk Assessment (RA) team so far, and the next stages in developing our approach to risk. In particular, LA was keen to garner Members views and appetite for proposed changes to processes in relation to risk assessing status applications. OSCR Casework Policy Manager left the meeting	
12.	**Performance Management Report** The meeting noted the paper.	
13.	**AOCB** No items were raised.	