Minutes: Scottish Charity Regulator (OSCR) Board meeting, 25 February 2020

Board Members present:	Lindsay Montgomery (Chair), Pat Armstrong (Vice Chair), Stuart Cross, Jessica Wade, Stephanie Fraser (StF), Shona Ulrichsen, Jill Vickerman
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; Communications Manager
	Senior Legal Advisor/ Legal Advisor (Joined meeting for item 1) Business Planning & Learning Co-ordinator (Joined meeting for item 9)
Board Secretary:	PA to CEO
Apologies:	Sophie Flemig

Private Business		
Item	**Area**	**Action**
2.	**Chairman's introduction and apologies** Lindsay Montgomery (LM) welcomed everyone to the meeting and tendered Sophie Flemig's apologies.	
3.	**Declarations of interest** No significant declarations were made.	
4.	**Minutes of previous meetings: 16 December 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. Themes discussed included climate change.	
6.	**CEO Operational Report** Maureen Mallon (MM) introduced the paper and asked for any comments or questions as we went through the sections including updates in relation to our business plan. MM informed the meeting that OSCR had achieved the Healthy Working Lives Silver accreditation earlier this month. It has been recognised that we were already working at Gold level across many areas and would be working towards achieving this. Congratulations to all involved. The meeting discussed the possible impact of changes within the Third Sector Team. It was confirmed there is a new Deputy Director and we hope to meet with her in the near future. It was acknowledged that this	

	was a period of change, however MM regularly attends the Director for Local Government & Communities Senior Management Team meetings where relevant issues are raised. The SCIO Working Group were meeting the next day and all reports will be signed off. Regulations will follow, exact timings of that is not known at this stage. All acknowledged this Group had been effective and worked well. StF raised the question of how success is monitored in relation to OSCR's enhanced sponsorship role at the Gathering in February. The meeting heard a meeting of all staff who attended the Gathering would be arranged to gather feedback from the event. IG explained that social media interactions in relation to the Gathering were 3 times higher than in previous years giving some measure of OSCR's success. LM stated he had personally spoken to a variety of people over the 2 day event and feedback had indicated most were delighted to see OSCR were there as a sponsor. MM confirmed all feedback along with social media engagement would be analysed to give indications of what went well, what could have been better and lessons for the future. Charity Law; work done to date, to very tight timescales had been excellent. The Board extended thanks to OSCR's Engagement Manager for her excellent work as Secretariat to the SCIO working group.	
7.	**Risk Register** JH presented the updated RR to the Board. This live evolving document is considered at every Board Meeting as a standing item. The Register was considered at the February SMT and Audit Risk & Assurance meetings. Members discussed the Risk Register and agreed some updates and additional risks. JH will make the agreed amendments and the updated Register will be presented at the next meeting. Subject to those changes being made, the Board were content the Register reflects the accurate position. **ACTION: JH to make agreed updates**	**JH**
8.	**Performance Management** The Board noted the paper. **BUDGET:** Members were reminded to file Board Fee Claims timeously and were asked to ensure any claims outstanding were made asap. **ACTION: Board Members to submit claims as soon as possible after each meeting**	**Board**

	KPI's	
	MT gave overview of the paper and asked for Board comments/feedback on the revised performance measures as presented.	**MT/LA**
9.	**Corporate Plan** Business Planning & Learning Co-ordinator joined the meeting for this item. The meeting discussed the Corporate Plan as presented. All agreed a 3-year plan and the BPLC thanked the Board for their feedback so far. Members were asked for any further comments on the plan (not relating to wording). All agreed this was now well structured and relevant. LM will discuss some minor adjustments to wording with MM/BPLC separately. A Parliamentary Reception is being arranged following the launch of the Corporate Plan. The BPLC is currently taking this forward and the Board will be kept updated of progress. Subject to minor amendments, as **agreed** at the meeting, the Board signed off the Corporate Plan. **ACTIONS:** - LM to discuss wording with MM/BPLC - Board to be kept informed re Parliamentary Reception - Any comments to be feedback to BPLC/Judith Hayhow	 **LM/MM/MS** **MS** **ALL**
10.	**Digital** JH gave an overview of the paper that followed previous information provided regarding the replacement of OSCR Online and procurement of our Cloud Hosted services. The meeting discussed the options as presented and various questions were asked. JH confirmed user flexibility will be built in to take account of the developing organisation. We need to be clear and confident in our requirements to ensure we are in control of the project ensuring flexibility, and the ability to change and adapt without incurring unnecessary costs. MM assured the Members that this was at the forefront of our minds. Scottish Government procurement will be fully supporting OSCR during this process, with the ability to secure extra days of support if and when necessary. The Board were content that MM as Accountable Officer had the necessary assurance regarding this project. MM clarified that as well as support from SG procurement team there is the option to engage with DTS further re the evaluation of technical tenders if necessary.	

	The meeting heard that procurement for Cloud hosting is also required and will follow on from the Online replacement. Given changes in the market place, significant savings are expected to be made. The meeting discussed disaster recovery arrangements and back up arrangements and were reassured these were built in. The Board **agreed** the case for continuing the tender journey to replace OSCR Online. The Board **agreed** the recommendation to procure a Cloud based hosted service as outlined.	
11.	**Financial Redress** JT gave an overview of the paper as presented. **ACTION: JT will keep Board updated**	**JT**
12.	**Risk Assessment** LA presented the paper and gave updates on work so far. Members welcomed the update and acknowledged the cross over into earlier performance discussions. Board Members are taking part in an Improvement Methodology Workshop on 18 March to ensure we have a shared understanding across staff and board members of the improvement methodology that is being used to help us review and change the way in which we work. Work is being undertaken on quality assurance across the organisation looking at OSCR's aspirations. Work is also continuing in exploring how the risk approach could be used in the context of defaulting charities, looking at categorisation of these. Different follow up actions are currently being developed for testing to enable us to understand the potential results and resource requirements to enable consideration for future rollout. **ACTION: The Board will be kept updated**	**LA**
13.	**Casework Report** MT presented the report and updated Members.	
14.	**Future Business** Members discussed possible future business. Topic for future discussion included: - Quality& Assurance & Management - Risk Appetite - Charity Legislation and Charity Law (what is this going to look like?) - Engagement with Parliament (strategic discussion, raising OSCR profile, ensuring Committee awareness) - Health & Safety (possible inclusion in CEO Report	