

Board Members Present: Lindsay Montgomery (Chair), Pat Armstrong (Deputy Chair), Stuart Cross, Stephanie Fraser (StF), Jill Vickerman, Jessica Wade, Shona Ulrichsen

OSCR attendance: Martin Tyson, Head of Regulation & Improvement;
Judith Hayhow, Head of Corporate

Apologies: Maureen Mallon (CEO)

Board Secretary: PA to CEO

Private Business		
Item	Area	Action
1.	<p>Update from Chair</p> <p>Private update and discussion</p>	
2.	<p>Chairman's introduction and apologies</p> <p>Apologies; received from Maureen Mallon.</p> <p>Director for Local Government & Communities (Scottish Government) is joining the meeting to give an update on challenges from Scottish Government perspective.</p>	
3.	<p>Minutes of previous meeting: 27 October 2020</p> <p>Subject to minor amendment, the Minute was agreed as an accurate record and approved.</p> <p>It was agreed that the minutes should essentially record decisions, providing a brief outline of discussions if required for context. Specific views and statements will be attributed for substantial points by exception.</p>	
4.	<p>Matters arising & Horizon Scanning</p> <p>Reserves; the connection between reserves and going concern in charities is a powerful one, and should be considered in early course for further guidance, taking into account factors such as banking facilities and covenants.</p> <p>Liquidation; there is uncertainty around where organisations can go for initial informal advice, prior to decision-making about solvency.</p> <p>Budget/funding; this remains a key issue for many organisations. The period of uncertainty regarding budget allocation and available funding, will not be known until mid-2021.</p> <p>Local Authority Funding; LA bidding round for funding from SG is currently underway. LA reserves are running out leading to many accelerating structural changes that are likely to come into force this year.</p>	
5.	<p>CEO Report</p> <p>Exceptions not covered in the report included:</p> <p>KPI Update; work is progressing. Work involves looking at OSCR processes and data held across the whole organisation to drive performance improvement. This approach although slower than initially envisaged is expected to provide the best outcome in respect of improvement. Discussions to be held with Board Members on the proposals being developed to obtain their views and input before proposals are put to the Board for decision.</p> <p>Redress; The stage one report was published this week, prior to the stage one debate which will take place in Parliament on Thursday the 17 of December. The report raised issues with various parts of the Bill. The Report outlined agreement with the principles but some disagreement with</p>	

	<p>the provisions. Engagement with the Bill Team will continue however, consideration to be given to drafting a letter to the Deputy First Minister outlining OSCR's concerns. The Board will be kept updated as matters progress.</p> <p>Governance Forum; MT attended the Forum's Strategy Meeting on 8 December. Consideration to be given to how we can make better systematic use of the resources available here. However, it is recognised that the Forum does not cover the whole sector and further thought needs to be given to how we use other relationships in this area and what our role should be. .</p> <p>People Survey; Full results will be made available to staff and Board Members, and SMT will discuss and draft an action plan in response to the results for discussion at a meeting with the Board in the New Year.</p> <p>ACTION:</p> <ul style="list-style-type: none"> - KPI/Improvement meeting(s) to be scheduled with Members in New Year - Full Survey results to be shared with the Board - MM/JH/MT to discuss results and draft action plan for further discussion with Board in New Year 	JH SMT SMT
6.	<p>Director for Local Government & Communities (Scottish Government)</p> <p>Director for Local Government & Communities joined the meeting to give an update from an SG perspective, providing an overview of living through the last year, what the issues were and might be going forward. Some personal reflections included the importance of Business Continuity Plans and the speed at which Digital Services were adapted, advancing a couple of years in a matter of months to facilitate the shift to home-working. SG acknowledged the valuable work OSCR had done in regard to the COVID surveys that will be used to inform future policy development.</p> <p>SG also responded to a number of comments and questions from Members. These included how Directorates across the SG viewed and engaged with charities and the wider Third Sector, the need for a strategic funding overview for the sector; transformation of the 2005 Act (and the need to show public value from this) and collaborative working and policy making.</p> <p>SG agreed a further discussion with the Board would be arranged in 2021 following the Holyrood elections.</p> <p>ACTON; Session to be scheduled with SG and Board in 2021 (post-election)</p>	SMT
7.	<p>Casework Report/Casework Committee update</p> <p>The Board were updated on the Casework Committee's seventh meeting and made aware of significant ongoing cases. The meeting agreed there was a need to have media lines ready for those cases already attracting media interest. The Board heard that learning gained working through cases is now shared with other staff and other learning opportunities are being identified. A further update will be given in the New year.</p>	
8.	<p>Risk Register</p> <p>The Risk Register presented included revisions made following previous Board, ELT and SMT discussions. Members discussed the Register and agreed a review was necessary. SMT will review and bring back to Board.</p> <p>ACTION: SMT to review and bring back to Board</p>	SMT
9.	<p>Audit & Risk Committee</p> <p>Members noted the content of the ARAC Minutes from the meeting held on 5 November. The meeting heard that interviews for co-opting a new member to the ARAC are being held in</p>	

	January 2021 with six candidates being interviewed. The Internal Audit Assessment of Service Quality within OSCR takes place every few years and has been arranged early in the New Year.	
10.	<p>Performance Report</p> <p>The Performance Report contains corporate information in respect of our operational performance in the period from September until November 2020.</p> <p>The meeting discussed the report and noted the impact of the last 9 months across the sector.</p>	
11.	<p>AOCB:</p> <p>Meetings to be arranged:</p> <ul style="list-style-type: none"> - Risk appetite Discussion (January) - Declaration of Interest workshop with Senior Legal Advisor (2 small groups) - KPI sessions (small group, individuals) January/February 2021 - People Survey Action Plan (SMT followed by Board) - Equalities Strategy; will be uploaded to TEAMS for collaboration/agreement in New Year 	