

DISCLOSURE SCOTLAND STRATEGIC BOARD – 23 NOVEMBER 2010

MINUTES OF MEETING

Present: Board Members
B Gorman (Disclosure Scotland) – Chair
G Hart (Disclosure Scotland)
T McIntyre (Disclosure Scotland)
B McQueen (Non-Executive Director)
M Gibb (British Telecom)
R Gwyon (Non-Executive Director)

Secretary: L Maguire (Disclosure Scotland)

Apologies: D Patel (Disclosure Scotland)

Welcome and Declaration

1. Members declared no interests at the start of the meeting

Minutes of Previous Meeting and Action Points

2. There was a minor typographical amendment to the minutes of the previous meeting (Paper 7/1). The Board was updated on Actions arising at that meeting as follows:

- **Action 2010/6/1: BG to prepare letters from the Chief Executive to forces operating outside the SLA seeking reassurance and details of plans to improve turnaround times – CLOSED** – BG reported that letters had been sent to the Chief Constables of all forces operating outwith the terms of the SLA. It was reported that all turnaround times for all forces had now fallen to below 30 days.

3. There were no outstanding actions on the Live Action Register.

Monitoring Performance: Metrics (Paper 7/2)

4. The Board was advised that the overall monthly figures were the highest recorded by the Agency.

5. The Board noted that the announced delay to implementation of the PVG Scheme could lead to an increase in the number of applications for Enhanced Disclosure certificates in the short term. Additionally, the Board was advised that the Agency expects an increase in applications as a result of the forthcoming Census in 2011 and changes in FSA requirements.

6. The Board discussed how the standing paper on Performance Metrics could be developed to include:

- the correlation between forecasted performance and financial projections;

- the implications of Scottish Government policy (e.g. ‘headcount’ requirements); and
- a strategic overview of pressures and opportunities.
- **Action 2010/7/1: Executive members to consider how the Performance Metrics paper could be developed to capture information to support a more strategic review**

Risk Register (Paper 7/3)

7. BG gave an overview of the current risks facing the Agency. The Board agreed that the Risk Review Group should review the status of the Regulatory Risk in light of recent developments surrounding the Safeguarding Vulnerable Groups scheme in England and Wales.

8. The Board were advised that the Audit Committee had reviewed the Agency’s Risk Management Policy.

Internal Business Change Update (Paper 7/4)

9. The Board discussed the impact of the delay to the implementation of the PVG Scheme. It was reported that staff testing the system understood the reasons for the delay and were unanimously of the view that the further testing round would bring better understanding of what the system delivers.

10. The Board discussed the role of governance as the delivery partners work towards successful implementation.

Board Assessment (Paper 7/5)

11. The Board discussed how to ensure that the frequency and focus of meetings provide an appropriate level of scrutiny and cover matters of the public value of the service. The Board also identified the need to develop a strategy to monitor and assess any potential market for the Agency’s services. The Board considered that a key issue for further consideration was how best to schedule meetings and brief members to support the corporate review and planning process

Any Other Business

12. None

Disclosure Scotland
November 2010

Action List

MINUTE REFERENCE	ACTION	RESPONSE(S) BY
2010/7/1	Executive members to consider how the Performance Metrics paper could be developed to capture information to support a more strategic review	Executive Members

Live Action Register

No outstanding entries

Closed Actions

MINUTE REFERENCE	ACTION AND RESOLUTION	DATE CLOSED
2010/2/1	The Chair will consider working this promotional role into the Terms of Reference and amend its work programme for the next 12 months. – Proposed Terms of Reference paper presented to the Board.	13/04/10
2010/2/2	When the Board has ratified work on corporate governance arrangements, the Chair will prepare a brief to Scottish Ministers to ensure consistency with ministerial expectation. 13/04/10 – this action is still ongoing. 02/08/10 – Chair to make a single approach to Ministers on this and other issues 28/09/10 – the Chair will discuss the terms at the next meeting	28/09/10
	The Chair will consider performance assessment for individuals and potential for facilitated annual assessment of the Board as a whole – 28/09/10 - Members agreed to return to this issue at the next meeting	28/09/10
2010/2/4	MG will provide the values and behaviour matrix used by British Telecom – Information sent to Chair for consideration.	13/04/10
2010/2/5	Board Members to submit comments on Register of Interests Paper to the Secretary – Comments sent to Secretary and points noted.	13/04/10
2010/1/3	Outline business plan to be discussed by the Board at an early opportunity – Business Plan discussed at meeting, points taken for consideration.	13/04/10
2010/3/1	The Chair will add a point on	08/06/10

	staffing to the Strategic Board's Terms of Reference – Chair noted next stage to submit to the Minister	
2010/3/2	Board members to send interests to the Board's secretariat – new action for Secretary to compile single register	08/06/10
2010/3/3	Executive team to consider the performance metrics to report routinely to the Board – Format in place, may be amended as appropriate.	08/06/10
2010/3/4	BG to provide board with list of reasons why Disclosure Scotland need to return application forms to BT – Work continuing to reduce error rate	08/06/10
2010/3/6	PVG team to be invited to present on PVG risks at next Board meeting – LF in attendance.	08/06/10
2010/4/1	Secretary to circulate composite Register of Interests to all Board members – ratified by Board	02/08/10
2010/4/2	Jan Murray and relevant DS staff to be invited to speak at the next Board meeting – relevant SG personnel on leave DS Communications Manager attended	02/08/10
2010/4/3	Executive team to make all the above risk information available at the next Board meeting. – Risk Register reconfigured and expanded to meet the Board's needs.	02/08/10
2010/4/4	Internal Business Change paper to be a standing item at each Board meeting – in place	02/08/10
2010/1/2	Board to consider governance arrangements in the near future. – Board came to a view that there may be merit in having a member from a Police background. – further action to Chair.	02/08/10
2010/2/6	Board Members to submit	02/08/10

	comments on Audit Committee Terms of Reference Paper to the Secretary – subject to final comments from the Chair, the terms of reference are ratified	
2010/5/1	Secretary to send Register of Interest entries to RG and GH for amendment	28/09/10
2010/5/2	Business Analyst to explore opportunities to capture staffing information and prepare a report at the end of the year – Board has clarified what data is sought and the Business Analyst has requested this from SG and will articulate in a report at the end of the year as requested	28/09/10
2010/5/3	Regular performance metrics report to the Board to be revised to include analysis of ‘Headcount’ and FTE data – report has been revised and will continue to be developed	28/09/10
2010/5/4	Board to forward comments on draft Annual Report to the Secretary by 31 August – comments received and appropriate amendments made	28/09/10
2010/5/5	Risk 17 on the Corporate Risk Register to be unpicked to better articulate the risks surrounding delay in delivering the PVG scheme – revision complete	28/09/10
2010/5/6	Information Security Officer discuss Security Policy with the Agency’s Senior Management Team and thereafter deliver a presentation to the Board	28/09/10
2010/5/7	Standing Paper on Internal Business Change to be prepared by TM and GH. It should include a forecast data relating to staffing levels and an organisation chart showing the current structure and the structure when the Agency begins to deliver the PVG scheme – this paper is a standing	28/09/10

	agenda item. Format revised and taken forward, specific requests for this particular Board meeting met	
2010/3/5	TG to provide the Board with a report showing sets of staffing structures. 28/09/10 – Covered in Internal Business Change presentation	28/09/10
2010/6/1	BG to prepare letters from the Chief Executive to forces operating outside the SLA seeking reassurance and details of plans to improve turnaround times. 23/11/10 – Letters issued and improved performance reported	23/11/10