

## Meeting Minutes: Redress Scotland Oversight Board

**Date:** 28 June 2022 0900

**Minuted by:** Paula Craik

### In attendance

- Johnny Gwynne(JG) (Oversight Board Interim Chair, Redress Scotland Chair)
- Bill Matthews(WM) (Oversight Board Interim Deputy Chair, Redress Scotland Deputy Chair)
- Emma Lewis(EL) (Oversight Board Interim Member, Redress Scotland Panel Member)
- Anne Houston(AH) (Oversight Board Interim Member, Redress Scotland Panel Member)
- Colin Spivey(CS) (Oversight Board Interim Member, Redress Scotland Board Member)
- Joanna McCreadie (JM) (Redress Scotland Chief Executive)
- Michelle Nairn (MN) (Redress Scotland Head of People)
- Paula Craik (PC) (Redress Scotland minute-taker)

**Apologies** – None

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### 1. Minutes of the previous meeting

The minutes of the previous meeting were agreed as an accurate record of the meeting.

### 2. Matters arising

None.

### 3. Report from the Chief Executive

JM shared her working notes on the Chief Executive report which was circulated with the papers. CS queried whether in terms of the capacity of the Scottish Government operation, the current recruitment freeze would have an impact? It was noted that the current recruitment freeze within Scottish Government could impact the scheme.

Operationally the organisation is navigating the application process and ensuring the application information is correct before presenting this at a panel.

ML noted there has been significant movement on establishing a survivor forum with the Scottish Government and a paper is being prepared for the August Oversight Board.

JM highlighted the policies from the last meeting which were still to be agreed. **The board approved the outstanding policies circulated at the last meeting.**

JM noted that ML is looking at the corporate plan which will be coming to the August Oversight Board meeting. Much of the detail will be covered in JG presentation at the AGM on Thursday. JM highlighted that the sponsor team have provided feedback on a number of items within the corporate plan.

JG queried whether the quality framework would be reviewed by ARAC and JM confirmed it would come through the committee structure.

JG noted that within the report was the progress MN had made on occupational health which is provided through the Scottish Government framework. MN added that they are now looking at employment checks and reasonable adjustments and would be looking at bringing panel members on board with this shortly. MN confirmed that panel members will also have access to this resource.

#### **4. Progress Report**

ML gave an update noting that a draft progress report has been circulated to the Senior Management Team. ML added that the plan was to use the AGM on Thursday to garner feedback from the wider team and then bring the finalised version of the report to the board in August.

**Action – ML to bring back updated progress report to August Oversight Board meeting.**

JG noted that this was an important piece of work as it was agreed that this year we would not have an annual report but this will form an update after one year of the scheme.

#### **5. Publication Scheme for Redress Scotland**

ML has looked at the Scottish Information Commissioner's office website in relation to minutes and papers and noted that the proposal was to start with a 'we will publish everything' stance and JG and JM would apply any exemptions of disclosure. ML is asking the board to consider whether this would be the way forward for us. JG queried whether this was absolutely in accord with the model scheme and ML confirmed this was.

**The board approved the recommendations.**

There was a discussion around the dates and whether these were optimistic and it was agreed approval of the corporate plan and data policy should be moved to the end of Summer 2022 with policy approvals moved to Autumn.

**Action – ML to update timescales on the publication scheme.**

**Action – ML to check the timings specified on the model scheme and if there should be a quarterly audit of the scheme by Senior Management Team.**

**The board approved the publication scheme subject to the agreed changes.**

## 6. Code of Conduct

JG advised that the Code of Conduct was still under review with Scottish Government. Redress Scotland are staying firm on the inclusion of values within the code and will bring the agreed Code of Conduct back to the next meeting in August.

**Action – JG to bring code of conduct back to August board meeting.**

## 7. Policy: Individuals who may require additional support

ML advised that the draft policy had been agreed by the Senior Management Team and is to provide guidance on the recording and advice provided by staff who are corresponding with people who require additional support.

It was agreed that the wording 'suicide plan' should read 'intentions of suicide' and JG noted that it doesn't say in the policy that you should document what has happened in relation to the threat of suicide.

**Action – ML to expand wording of policy of additional support for documenting incidents.**

**The board agreed to approve the policy with the recommended changes.**

## 8. Policy: Acceptable use of digital technology

MN advised that this policy set out guidance on what people can and cannot do in relation to technology.

CS added that as we work with SCOTS the Scottish Government monitor our technology usage so this should also be mentioned in the policy.

JG queried what a proxy site is and would people know what this is? MN noted that this was about trying to cover ourselves and there would be training for staff once the policy is approved.

**Action – ML to add in monitoring of technology by Scottish Government to the acceptable use of digital technology policy and remove the configuring the remote wiping bullet point.**

**The board agreed to approve this policy with the changes incorporated.**

## 9. AOCB

WM commended JM and the team for the high quality of the ongoing panel member training.

AH asked that when the non-executive board member vacancies are open this should be highlighted to panel members.

**Action – JG to communicate to panel members when the non-executive board vacancies go live.**