

## **Oversight Board: Terms of Reference**

### **A1 Role**

A1.1 The Corporate Body of Redress Scotland has established an Oversight Board to carry out most of its functions in relation to oversight of business, finance and administration.

A1.2 As set out in |Redress for Survivors (Historical Child Abuse in Care) (Scotland) Act 2021 (the 2021 Act) Redress Scotland is independent, and 'in performing the functions conferred on it under or by virtue of this Act, Redress Scotland is not subject to the direction or control of any member of the Scottish Government' (6. 91))

A1.3 Within the limits set in the Scheme of Delegation, the Oversight Board will act on behalf of the Corporate Body to:

- develop the mission and strategy for the public body, ensure that corporate plans support delivery of these and oversee the implementation of the strategy;
- monitor overall business performance and take action as necessary to ensure that Redress Scotland meets its objectives and targets and delivers on the performance set out in the Redress Scotland Corporate Plan;
- ensure that procedures for determination of applications for redress payments and review of redress payment determinations are operating efficiently, effectively and in line with the principles of dignity, respect and compassion required under section 13 of the Redress Act, and agree any amendments to those procedures;
- oversee the administrative support provided by the Scottish Ministers under section 10 of the Redress Act to ensure that it works effectively, and make any necessary representations to the Scottish Ministers about changes to the administrative support that the committee considers necessary;
- ensure the welfare of the staff providing administrative support, Panel members and Board members;
- ensure that Redress Scotland fully meets its statutory duties to collaborate with the Scottish Ministers under section 11 of the Redress Act and to share information with the Scottish Ministers under section 12 of the Redress Act;
- scrutinise expenditure in year against the annual budget approved by the Corporate Body and take decisions on the adjustment of budgets as necessary, within the limits in the Scheme of Delegation,

to ensure that Redress Scotland delivers Best Value and stays within budget limits;

- respond on behalf of the Corporate Body to any issues which arise in the management of the business of Redress Scotland, including any issues raised in correspondence, which are beyond the delegated authority of the Chief Executive;
- undertake any other functions or responsibilities delegated to it from time to time by the Corporate Body; and
- any other duties competently delegated to them by the Body Corporate as may arise from time to time.

## **A2 Membership**

A2.1 The Oversight Board is chaired by the Chair of Redress Scotland. The other members of the Oversight Board are:

- the appointed Deputy Chair;
- a minimum of three non-executive Board members of Redress Scotland; and
- two panel members, appointed for a period set out by the Chair of Redress Scotland through a process of expressions of interest and assessment against required skills and experience open to all panel members.

## **A3 Reporting**

A3.1 The Oversight Board will report in writing to the Corporate Body after each meeting. A copy of the minutes of the meeting will usually form the basis of the report.

A3.2 The Oversight Board will provide a written update for consideration at each Ordinary Meeting of the Corporate Body highlighting any significant issues in the management of Redress Scotland's business or finances which have arisen during the year along with the steps taken by the Oversight Board within its delegated authority to address those issues.

A3.3 The Oversight Board will oversee the preparation of a draft of the Redress Scotland Annual Report for consideration by the Corporate Body.

## **A4 Rights**

A4.1 The Oversight Board may:

- co-opt additional members for a period to provide specialist skills, knowledge and experience; and

- procure specialist ad-hoc advice at the expense of Redress Scotland, subject to availability of budget and limits set out in the Scheme of Delegation.

## **A5 Meetings**

A5.1 The Oversight Board will meet at a minimum, at least four times a year. The Chair may convene additional meetings as they deem necessary.

A5.2 A meeting of the Oversight Board will be quorate if three members are present, including at least two governance members and at least one panel member. No business will be transacted at a committee meeting if it is not quorate.

A5.3 Meetings of the Oversight Board may be held by audio or video conference, or in person, as decided by the Chair. Where a meeting is being held in person, members of the committee may, by exception and with agreement of the Chair, attend by audio or video conference.

A5.4 The Chief Executive will usually attend meetings of the Oversight Board. The Oversight Board may require any other member of Redress Scotland Staff to attend to assist it with its discussions on any particular matter.

A5.5 The Chief Executive will nominate staff to act as the administration support for Management Committee. This will generally be the Governance Secretary, however when necessary other staff will provide support.

A5.6 The Committee Secretariat will arrange Oversight Board meetings at least three months in advance.

A5.7 Not less than seven calendar days prior to the date of an Oversight Board meeting the following documents will be issued electronically by the administration support team to each Committee member:

- a notice convening the meeting (detailing date, time and location);
- an agenda detailing the business to be transacted (with each item clearly indicating whether the matter is for information, decision or for discussion); and
- reports and other documents referred to in, or to be read with, the agenda (specifying whether documents are for information, decision or for discussion).

A5.8 Late papers will be issued or tabled only in exceptional circumstances and at the discretion of the Chair or the Chair's nominated deputy.

## **A6 Information requirements**

A6.1 For each meeting the Oversight Board will be provided with:

- Management and financial info including inter alia
  - o Reports on financial Performance
  - o An operational report on applications received and the effectiveness and efficiency of the response to demand
  - o A Performance report and a financial report.
  - o Any other matters which the Oversight Board deems appropriate to discharge its role

A6.2 After each meeting, the minutes of the Oversight Board and any papers will be published on the website for Redress Scotland. All papers will be assessed applying Freedom of Information legislation and guidance, to ensure papers are appropriate for publication.

## **A7 Relationships**

A7.1 The Audit, Risk and Assurance Committee is a sub committee of the Oversight Board.

A7.2 Panel members are members with 'skills, knowledge and expertise...relevant to carrying out the functions of Redress Scotland' (2021 Act, 1 (2)). While they are members of the corporate body, the Oversight Board is tasked with the responsibilities of scrutiny, monitoring performance and fulfilling the defined governance responsibilities.

A7.3 Following each meeting of the Oversight Board, the Chair will convene an open information session to which all current panel members will be invited. At this meeting information on the work of the Oversight Board will be shared. The agenda of the Oversight Board meeting will also be circulated.