

Note – Single Item Agenda

Meeting Date	Friday 21 June 2024, 10:30-11:30, via video conference
Committee	David Watt CA, Chair Claire Robertson CA
Attendees	Ombudsman - Rosemary Agnew Head of Improvement, Standards and Engagement – Andrew Sheridan Corporate Services Manager - Fiona Paterson (note taker)
Observer	Engagement and Communications Manager – Adam Warner Improvement, Standards and Engagement Officer (Communications) – Laura Kilpatrick
Apologies	Head of Corporate and Shared Services – Stuart Crickmar

Item	Subject	Main points of discussion	Actions agreed	Due	Lead
1.	Welcome	<ol style="list-style-type: none"> The AAB member was welcomed into the position of Chair, following the departure of the previous Chair in March. The AAB were introduced to the Engagement and Communications Manager. There were no additional matters for declaration, other than already noted on the published Declarations of Interest. 			
3.	Draft 2022-23 SPSO Annual	<ol style="list-style-type: none"> The Chair asked the AAB for comment on the SPSO 2023-24 Annual Report and Financial Statements. The AAB noted the 	Finalise draft for issuing to External Auditors	By 10/07/23	RA, CO CSM



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	Report and Accounts	<p>document was informative, clear and understandable, and commended the SPSO on the reduction in older cases.</p> <ol style="list-style-type: none"> 2. However, the AAB asked that the use of the phrase 'increased productivity' was clarified, as there could be many different interpretations for what this means. It was also noted that the performance report remains a very long document, as discussed in previous years. 3. The Chair then gave his own feedback, suggestions and corrections on the document, while noting that the graphic design version will address some of the points noted. 4. This feedback was noted in detail and will implemented in time for the draft documents to be submitted for External Audit fieldwork. 5. The Ombudsman thanked the AAB for their detailed comments, and the time invested in reading and providing feedback on her draft Annual Report. 6. The full audited document will be issued to the AAB ahead of the sign-off meeting on 27 September 2024, and the final document will be laid before parliament by end-October 2023 under the Public Finance and Accountability (Scotland) Act 			

Approved for publication 27 September 2024

David Watt, Chair