

Note – Single Item Agenda

Meeting Date	Tuesday 21 July, 2019; 14:00 – 14:50. via video conference
Committee	David Watt Andy Shaw
Attendees	Ombudsman - Rosemary Agnew Director - Niki Maclean Corporate Services Manager - Fiona Paterson (note taker)
Observer	Communications and Engagement Manager - Theresa Valtin
Apologies	Jean Couper Head of Improvement, Standards and Engagement - John Stevenson

Item	Subject	Main points of discussion	Actions agreed	Due	Lead
1.	Declarations of Interest	1. Declarations of interest for 2020-21 were provided for publication by the attendee members.			
3.	Draft 2019-20 SPSO Annual Report and Accounts	1. The AAB reviewed the draft document and provided the Leadership Team with feedback, recommendations and proofing suggestions. The Leadership Team thanked the AAB for taking the time to provide this very helpful feedback. 200721 - AAB - Review of draft Annual Report and Accounts https://erdm.scotland.gov.uk:8443/documents/A29227528/details	Update the draft for issuing to External Auditors	24 Jul 20	RA, NM, FP, TV