

Note – Single Item Agenda

Meeting Date	Thursday 4 July, 2019; 10:30 – 11:30
Committee	Jean Couper, Chair David Watt
Attendees	Ombudsman - Rosemary Agnew Director - Niki Maclean Head of Improvement, Standards and Engagement - John Stevenson Corporate Services Manager - Fiona Paterson (note taker)
Apologies	Andy Shaw Jim McCormick

Item	Subject	Main points of discussion	Actions agreed	Due	Lead
1.	Declarations of Interest	1. There were no additional declarations for this meeting.			
3.	Draft 2018-19 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. 190704 points from AAB.docx	Update the draft for issuing to External Auditors	19 Jul 19	RA and FP