

## Note – Single Item Agenda

<b>Meeting Date</b>	Friday 8 July 2022, 10:30-11:30 via video conference
<b>Committee</b>	Andy Shaw ACA, Chair Claire Robertson CA David Watt CA
<b>Attendees</b>	Ombudsman - Rosemary Agnew Corporate Services Manager - Fiona Paterson (note taker) Communications Officer (CO) Communications and Engagement Manager - Matt Lam
<b>Observer</b>	
<b>Apologies</b>	Director - Niki Maclean Head of Improvement, Standards and Engagement – Andrew Sheridan

Item	Subject	Main points of discussion	Actions agreed	Due	Lead
1.	Welcome and declarations of interest	<p>1. The AAB was introduced to the new Communications and Engagement Manager, and the Communications Officer, who will be managing the drafting and publishing of the 2021-22 SPSO Annual Report and Financial Statements.</p> <p>2. The Chair asked if there were any declarations of interest not already included on the published registers. There were none.</p>			



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3.	Draft 2021-22 SPSO Annual Report and Accounts	<p>1. The Ombudsman acknowledged the work put in to the production of this year's draft documents by the management group, CO and FP.</p> <p>The Ombudsman noted that she was aware the performance report was quite long, which reflects the many different functions the SPSO is enacted to fulfil. She also reminded the AAB that the graphic design final document will be much more accessible and readable than the draft word version they had before them.</p> <p>2. The AAB provided general feedback, noting that it read well with good flow, and the summaries reflected the details appropriately. There were very helpful directed comments about information provided in tables, and some recommendations to clarify the wording where statements were ambiguous or misconstrued.</p> <p>3. The AAB queried whether there were alternate methods for sharing some of the information that could then be referenced in the performance report, to make it more succinct. The Ombudsman noted that external stakeholder engagement will be a focus in the coming year, including actively publishing more information throughout the year, and therefore the next report may be able to take a different approach.</p> <p>3. The Ombudsman noted all the feedback and comments, which will be fully considered, and thanked the AAB for taking the time to provide advice on this important document.</p> <p>4. Next steps:</p> <ol style="list-style-type: none"> <li>1. The draft document will be updated and issued to the external Auditors for the quality assurance check before 31 July 2022, and then to the graphic designers for formatting.</li> </ol>	Final draft for issuing to External Auditors	31/07/21	RA, CO



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		<p>2. The performance report will be laid separately before Parliament as the SPSO Annual Report before the end of October 2022 under the SPSO Act. This will be prior to the external audit fieldwork on the accounts.</p> <p>3. The full audited document will be issued to the AAB ahead of the sign-off meeting on 4 November 2022. The final document will be laid before parliament by end December under the Public Finance and Accountability (Scotland) Act</p>			

Approved for publication 18 July 2022

**Andy Shaw, Chair**