

DISCLOSURE SCOTLAND STRATEGIC BOARD – 8 JUNE 2010

MINUTES OF MEETING

Present: Board Members

D Patel (Disclosure Scotland) – Chair  
B Gorman (Disclosure Scotland)  
G Hart (Disclosure Scotland)  
M Gibb (British Telecom)  
R Gwyon (Non-Executive Director)  
B McQueen (Non-Executive Director)

Presenting Papers: L Fraser (Scottish Government – CYPSC). In attendance for full meeting.

Secretary: L Maguire (Disclosure Scotland)

Apologies: T Grant (Disclosure Scotland)

**Welcome and Declaration**

1. All Board Members present reported that they had no interests to declare.

**Minutes of Previous Meeting and Action Points**

2. There were no amendments to the minutes of the previous meeting (Paper 4/1). The Board was updated on Actions arising at that meeting as follows:

- **Action 2010/3/1: The Chair will add a point on staffing to the Strategic Board's Terms of Reference. CLOSED**

3. The Chair reported that the Terms of Reference had been amended to include staffing and that the next stage would be to present these to the Minister.

- **Action 2010/3/2: Board members to send interests to the Board's secretariat. CLOSED**

4. The Secretary reported that all Board members had returned an initial declaration and that this would be compiled into a single register.

- **Action 2010/4/1: Secretary to circulate composite Register of Interests to all Board members**
- **Action 2010/3/3: Executive team to consider the performance metrics to report routinely to the Board. ONGOING**

**UK PROTECT – MANAGEMENT FOR BOARD INTERESTS ONLY Paper 5/1**  
**DRAFT**

5. The Board agreed that the Monthly Performance Report (Paper 4/2) would form the basis of required performance metrics. The Board may request additional reporting as required.

- **Action 2010/3/4: BG to provide board with list of reasons why Disclosure Scotland need to return application forms to BT. CLOSED**

6. BG presented Board members with a list of common errors. Two thirds of all returns were attributable to spelling or input errors which could be avoided. The Agency continues to work with its partner to reduce this error rate.

- **Action 2010/3/5: TG to provide the Board with a report showing sets of staffing structures. ONGOING**

7. The Chair reported that work was ongoing to refine these structures in terms of improving the effectiveness of the whole Agency and where it is justifiable, introducing opportunity in areas where progress is presently not possible.

- **Action 2010/3/6: PVG team to be invited to present on PVG risks at next Board meeting. CLOSED**

8. LF in attendance at this meeting and presenting papers 4/6 and 4/7

#### **PVG Risk Transfer**

9. LF tabled papers 4/6 and 4/7. (redacted)

10. The Board discussed a change in governance arrangements which will become necessary as we embed the PVG scheme within the Agency. Governance arrangements are still subject of discussion between the Chair and the sponsor Directorate. The initial view is that governance would transfer most sensibly to the Agency on the successful scheme go-live. An alternative would be on sign off of Release 2 (when on-line applications can be made).

11. The Board discussed a concern that key programme staff would seek alternative positions as the programme approaches handover to the Agency. (Redacted). The Agency is being open with its own staff and programme staff, recognising where a valuable contribution has been made and proactively discussing future opportunities.

12. The Board discussed risk associated with external communication. (Redacted)

13. The Board also discussed the risk arising from the uncertainty around the future scope of the SVG scheme. (redacted)

14. The Board recognised that the Agency's relationship with its stakeholders was fundamentally different to that between our UK counterparts and their stakeholders. The PVG scheme had been in development since 2005 and ACPOS has been integral to that process. (Redacted)

15. The Board considered the impact the current round of public sector spending cuts could have on the future of the PVG scheme, particularly as there may be a risk around projected volumes. It was agreed that the volume projections, however sophisticated, do carry risks.

### **Corporate Risk Register**

16. The Board discussed the Agency's Corporate Risk Register. (Redacted)

- **Action 2010/4/2: Secretary to invite J Murray and relevant DS staff to speak at the next Board meeting.**

**The Board requested sight of the operational risk register, together with the Corporate Risk Register and PVG transfer risks at the next Board. This would allow it to review all the high level risks that face DS in the coming period.**

- **Action 2010/4/3: Executive team to make all the above risk information available at the next Board meeting.**

17. (Redacted)

18. (Redacted)

### **Internal Business Change**

20. The Chair introduced paper 4/5. All Board members agreed that this paper presented a very useful update. A request was made that the relevant date is appended to key activities.

- **Action 2010/4/4: T Grant to prepare Internal Business Change paper as a standing item at each Board meeting**

### **Monthly Performance Report**

21. The Board discussed Paper 4/2. It was noted that although Standard and Enhanced disclosure requests were down by 13% and Basic disclosure requests were up by 14%, overall there was 3% growth in May 2010. The rise in requests for Basic disclosure certificates may be attributable to the recent Cabinet Office guidance which requires baseline security checks in the public sector.

22. In terms of protecting the Agency's SLA, it was explained that it takes 6 to 8 weeks for a temporary employee to be trained to the point where they are fully productive. Against this background it is important to be aware that the Agency cannot always accurately predict demand for its services, indeed, in recent months there have been a number of substantial blocks of applications which have been submitted without advance notice. The implications are that the Agency must seek some limited flexibility in its operations, while maintaining efficiency.

23. The Board agreed that it would be best to await further consideration of this until PVG is in place.

**Options for Internal Audit**

24. The Chair introduced a paper outlining options for Internal Audit. The Scottish Government's Internal Audit team would undertake around 30 days of audit work in the Agency during 2010 to 11. The Board agreed that this year we should ask for audit activity to focus on Finance, Information Handling and Security and the Data Integrity of the KPIs.

**Any Other Business**

25. None

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**Action List**

<b>MINUTE REFERENCE</b>	<b>ACTION</b>	<b>RESPONSE(S) BY</b>
2010/4/1	Secretary to circulate composite Register of Interests to all Board members	Secretary
2010/4/2	J Murray and relevant DS staff to be invited to speak at the next Board meeting.	Secretary
2010/4/3	Executive team to make all the above risk information available at the next Board meeting.	Executive Members
2010/4/4	Internal Business Change paper to be a standing item at each Board meeting	T Grant

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**Live Action Register**

<b>MINUTE REFERENCE</b>	<b>ACTION AND UPDATE</b>	<b>RESPONSE(S) BY</b>
2010/1/2	<b>Board to consider governance arrangements in the near future.</b> 16/03/10 – the Board considered whether there should be Police representation on certain Disclosure Scotland Boards – further consideration	<b>Chair</b>
2010/2/2	<b>When the Board has ratified this work, the Chair will prepare a brief to Scottish Ministers to ensure consistency with ministerial expectation.</b> 13/04/10 – this action is still ongoing.	<b>Chair</b>
2010/2/3	<b>The Chair will consider performance assessment for individuals and potential for facilitated annual assessment of the Board as a whole.</b> 13/04/10 – this action is still ongoing.	<b>Chair</b>
2010/2/6	<b>Board Members to submit comments on Audit Committee Terms of Reference Paper to the Secretary.</b> 13/04/10 – the Board advised this will be completed for the Audit Committee meeting on 27 April 2010	<b>Board Members</b>
2010/3/3	<b>Executive team to consider the performance metrics to report routinely to the Board</b> – Format in place, may be amended as appropriate.	<b>Executive Members</b>

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2010/3/5	<p><b>TG to provide the Board with a report showing sets of staffing structures.</b> 808/06/10 – Work ongoing. Progress report at the next meeting</p>	T Grant
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**Closed Actions**

<b>MINUTE REFERENCE</b>	<b>ACTION AND RESOLUTION</b>	<b>DATE CLOSED</b>
2010/2/1	<p><b>The Chair will consider working this promotional role into the Terms of Reference and amend its work programme for the next 12 months.</b> – Proposed Terms of Reference paper presented to the Board.</p>	13/04/10
2010/2/4	<p><b>MG will provide the values and behaviour matrix used by British Telecom</b> – Information sent to Chair for consideration.</p>	13/04/10
2010/2/5	<p><b>Board Members to submit comments on Register of Interests Paper to the Secretary</b> – Comments sent to Secretary and points noted.</p>	13/04/10
2010/1/3	<p><b>Outline business plan to be discussed by the Board at an early opportunity</b> – Business Plan discussed at meeting, points taken for consideration.</p>	13/04/10
2010/3/1	<p><b>The Chair will add a point on staffing to the Strategic Board's Terms of Reference</b> – Chair noted next stage to submit to the Minister</p>	08/06/10

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2010/3/2	<b>Board members to send interests to the Board's secretariat</b> – new action for Secretary to compile single register	08/06/10
2010/3/3	<b>Executive team to consider the performance metrics to report routinely to the Board</b> – Format in place, may be amended as appropriate.	08/06/10
2010/3/4	<b>BG to provide board with list of reasons why Disclosure Scotland need to return application forms to BT</b> – Work continuing to reduce error rate	08/06/10
2010/3/6	<b>PVG team to be invited to present on PVG risks at next Board meeting</b> – LF in attendance.	08/06/10