

**APPROVED**

**Board Meeting**

**TEAMS – In person & Virtual**  
**Cedar, Denholm House, Livingston, EH54 6GA**

**Tuesday 25 June 2024 11:00am - 1:55pm**

**Present**

Anne-Marie Monaghan	Board Chair
Liz Humphreys	Vice Chair, Board Director
Étienne d’Aboville	Board Director
Betty McAtear	Board Director
Mark Adderley (to 1:20pm)	Board Director
Stephanie Hayle (to 1:30pm)(virtual)	Board Director
Alison Nicolson	Board Director
Kirsty Aird (11:30am-1:30pm)(virtual)	Board Director

**Apologies**

Peter Scott	Chief Executive Officer
Kyle McAulay	Audit Scotland (external auditors)

**In Attendance**

Harvey Tilley	Chief Operating Officer
Jim Maguire (virtual)	Finance Director
Paul Hayllor	Director of Digital and Information Services
Linda Scott	Director of Policy, Improvement and Engagement
Robert White (virtual)	Director of Self-Directed Support
Aileen McNiven	Head of Business Services

**1. Welcome, declarations of interest and apologies.**

Anne-Marie Monaghan (Anne-Marie) welcomed everyone ahead of opening the 36<sup>th</sup> ILF Scotland Board Meeting.

**2. Apologies**

Apologies were received by Peter Scott (CEO) and Kyle McAulay (Audit Scotland)

**3. Declaration of Interest**

No declarations of interest received.

#### **4. Chairs Remarks**

Anne-Marie organised an introductory meeting on 15<sup>th</sup> May with Peter Scott and Rachael McGruer - Deputy Director of Social care and National Care Service Development.

Anne-Marie attended a round table discussion representing ILF in Edinburgh on 20<sup>th</sup> May with many SDS colleagues. This was organised by Citizen's Network and part of a piece of collaboration between Spain and Scotland.

There was a further session on 22<sup>nd</sup> May with Sandra Sweeny in Uddingston where Sandra delivered a workshop and fielded questions from the audience. A video link was circulated to Board Directors. <https://youtu.be/E5G83tZEMBM>

Anne-Marie has been working with the Public Appointments Team, Ethical Standards Commission and the Sponsor Team regarding the recruitment of two new Board Members.

Linda, Robert, Jim Elder-Woodward and Anne-Marie attended the Social Work Scotland meeting about the development of standard 13. (see item 25 – AOCB).

#### **5. Appointment of Vice-Chair (from 08 August 2024)**

Anne-Marie apprised the Board of the end of appointment of both Liz Humphreys(Liz) and Betty McAtear(Betty) on 07 August 2024.

As Vice-Chair, Liz will stand down from this position on 07 August 2024. Liz has occupied this honorary role for the last 6 years. Anne-Marie thanked Liz for her welcome support to both her and the previous Chair, Susan Douglas-Scott. Liz stated it had been a huge pleasure working with the Board and the staff team in the honorary role offering her skill and experience where appropriate.

Anne-Marie proposed Mark Adderley (Mark) as the new Vice Chair with Betty McAtear seconding the proposal.

The Board approved the appointment of Mark Adderley to the honorary role of Vice-Chair.

Anne-Marie updated the meeting that she is currently speaking to the Sponsor Team about the role of Vice Chair being upgraded to a Deputy Chair with formal responsibilities and will feedback in due course.

#### **6. Minutes of Previous meeting (refer to Paper 1)**

The Board approved the minute of the previous meeting of 23 April 2024.

#### **7. Matters Arising**

None

#### **8. Action Log**

The Board 'Terms of Reference'(ToR) are due to be reviewed in 2024. ILF Scotland are currently waiting on receipt of the new Framework Agreement from the Scottish Government (SG) which may inform change to the current ToR.

**ACTION 1:** Aileen to add Terms of Reference review to the Action Log

**ACTION 2:** Aileen to add IT Strategy (recommendation from Annual Audit Report- see para 12)

## 9. Urgent Matters

**Private & Confidential**

### Board Director Recruitment

Anne-Marie apprised the Board of the early engagement meeting with the Ethical Commissioners, Sponsor Team and Public Appointments Team to recruit 2 Board Directors to replace Betty and Liz. The positive meetings discussed and agreed any skills gap which had been agreed at the ILF Scotland Development workshop. Anne-Marie is meeting again on 28<sup>th</sup> July to sign off the details and expects the process to be concluded by the end of September.

## 10. Audit & Risk Committee Update (ARC) (verbal update & refer to Draft Audit & Risk Committee minute)

Alison Nicolson (Chair, Audit & Risk Committee) referred the Board to the draft Audit & Risk Committee minute and highlighted the following key points from the ARC on 17 June 2024:

- The Annual Report & Accounts were scrutinised, and ARC were walked through key assumptions. Assurance was given by Kyle McAulay (Kyle).
- The Risk Report was scrutinised, one key area discussed was the single person reliance experienced on portal. A digital freeze is underway but may accelerate move of the current portal to an ICI supplier.
- The ARC welcomed the Programme Office trial and looks forward to future delivery of change projects across the organisation.
- Internal audit : ARC reviewed the impact of actions that have been considered by management and not implemented. ARC were assured that no significant risks remain.
- Alison congratulated Jim and team on how quickly accounts prepared and a clean audit report.

The Board noted the Audit & Risk Committee update.

## 11. Annual Report & Accounts 2023-24

Jim Maguire (Jim) confirmed that Statutory Accounts & Annual Report 2023-24 had been scrutinised by the Audit and Risk Committee (ARC) and are presented today for approval.

The Board noted this is the 9<sup>th</sup> year of clean audits, acknowledging and praising the hard work and diligence by Jim and Finance team.

The Civil Service Pension (CSP) Scheme information remains outstanding. The FREM (Financial Reporting Manual) has been updated to permit this to be noted as outstanding in the Annual Report

and still allow sign off. Jim advised that the late inclusion of this (CSP) information is public sector wide.

Alison Nicolson (Alison) thanked Jim and the team. The Board approved the Annual Report & Accounts 2023-24.

NB. The Annual Report & Accounts were signed off by Anne-Marie Monaghan, Mark Adderley, Peter Scott (Accountable Officer) and Jim Maguire (Company Secretary) on 25 June 2024.

## **12. Annual Audit Report** (refer to Paper 4)

Jim spoke to Paper 4 on Audit Scotland's behalf.

Audit Scotland's report confirmed a clean report for 2023-24. 3 recommendations were accepted by the executive team:

1. Internal controls: an error was identified with an overtime rate applied for 1 employee; confirmed as not systemic. Staff training will be completed by September 2024 to ensure controls and understanding of process.
2. IT Strategy: an IT Strategy document will be developed and approved by September 2024.
3. Numerical KPI's should be developed by the Board as part of the new strategy.

The Chair thanked Jim and team for their diligence, hard work and delivering another clean audit.

## **13. Management Representation Letter** (refer to Paper 5)

The Board approved the Letter of Representation. Peter Scott ( Peter) will sign off as the Accountable Officer.

## **14. Management Accounts to May 2024** (refer to Paper 6)

Jim spoke to the recently scrutinised (by ARC), May Management Accounts and Finance Commentary advising on the key points covering the award funds and administration management accounts.

The Board were reminded that for the first time (from 01 April 2024) permission has been granted to allow transfer of funds between the ILF 2015 Fund and the Transition Fund if appropriate and necessary.

**ACTION 5:** An additional budget line to be opened to reflect the 2015 Fund and the new Fund.

The Board noted the Management Accounts and Finance commentary to May 2024.

## **15. Risk Report Summary** (refer to Paper 7)

Following scrutiny at the ARC (refer to paper 14 - Audit & Risk minute) Paul Hayllor (Paul) briefly updated the Board on the key included in the Risk Summary.

**ACTION 6:** Paul to circulate the Digital paper which outlines the recommendations and costs to future proof the digital platform for ILF Scotland.

The Board acknowledged the evolution over the years of the Risk Report and dashboard, welcoming the positive developments. The Board noted the Risk Report Summary.

#### **16. Modern Slavery Statement 2023-24 (refer to Paper 8)**

The Modern Slavery Statement 2023-24 was scrutinised during the ARC meeting with a recommendation to approve at the Board Meeting. The Board approved the Modern Slavery Statement 2023-24.

#### **17. MiCase & PQ's (01 April 2024 – 18 June 2024) (refer to Paper 9)**

Linda spoke to MiCase 1 outlining the sad details contained in the email sent to SG from Michelle Thomson MSP. This email was regarding the tragic circumstances of a deceased ILF recipient. The death is now subject to a police investigation with the Board confirming ILF Scotland will co-operate fully with Police Scotland if requested.

The Board were reassured that ILF Scotland have reviewed the last Assessor visit and report, and have completed an internal investigation, which did not identify any ILF practice concerns. The Board asked Linda to ensure the Assessor is offered appropriate support.

Linda confirmed she has requested the full response from Scottish Government to Michelle Thomson MSP, however this has not yet been received. The Board requested a copy of the full report from Police Scotland, if available and appropriate, acknowledging ILF Scotland has no legal right to view this.

**ACTION 7:** Linda to request access to view the full and final report – if offered.

Anne-Marie stated clearly that ILF Scotland must have clear boundaries as a funder and does not have any statutory responsibilities while recognising adult support and protection is the responsibility of everyone. She also requested ILF Scotland ensure continued clear lines of communication with local authorities. The Board noted the MiCase and PQ report.

#### **18. ILF Fund Re-opening (verbal update and refer to update report for reconvened ILF Co-Production Working Group -June 2024 - circulated via Huddle - 25 June 2024. )**

Linda outlined the detail from the report highlighting the key points which included:

- 58 new fund applications received to date with 2 in payment. Concerns were raised regarding the slow submission of applications from LA's and the ramifications if ILF Scotland does not draw down the £9m in the first year. Linda confirmed there is extensive positive engagement with LA's by the SDS team and a willingness to identify suitable applicants with applications increasing each week.

The Board suggested publishing specific and appropriate data which may raise awareness and increase the application rate. The Board will consider what data may be helpful. Linda confirmed the co-production would also like data on 'unmet need,' however the Board acknowledged that ILF Scotland do not hold nor have access to this data at present.

- Co-production Working Group have identified 3 priorities to refocus on , creating 3 sub-groups with 1 priority each.

The Board agreed that the strategy work which will be started in the Autumn will develop numerical KPI 's which may feed into this work.

**ACTION 8:** The Executive Team to circulate an update on how the re-opening project is progressing/ the challenges and the mitigating actions.

**ACTION 9:** Peter to timeously circulate the co-production working groups update as soon as possible after meetings -informally by email.

**ACTION 10:** The Board will work with Harvey to develop strategic KPI – data.

*Mark left the meeting : 13:20pm*

**19. National Care Service (NCS) & Social Care Crisis** (verbal update and refer to email sent by AMM)

Anne-Marie referred the Board to the email shared for information - 24 June 2024. The attachments include the NCS Stage 2 – list of draft amendments and the NCS Factsheet.

Anne-Marie confirmed she will update the Board on the draft NCS Bill as appropriate. The Board noted the NCS update.

**20. Q1 Corporate Report** (refer to Paper 11)

Harvey referred the Board to Paper 11 highlighting key points which included:

- Re-opening update
- Work-Force Plan update
- Transition Fund – continuing increase in applications
- 35 Hour working week

The Board noted the Q1 Corporate Report.

*Stephanie Hayle and Kirsty Aird left the meeting: 13:30pm.*

**21. Health & Safety Report** (refer to Paper 12)

Aileen McNiven (Aileen) was invited to speak to Paper 12 giving Board Directors assurance on the Health & Safety operation of the organisation. The Board noted the Health & Safety Report.

**22. Annual Board Schedule 2025**

The Board approved the Annual Board Schedule 2025.

**23. Net Zero Champion update** (verbal update)

Stephanie Hayle (Steph) updated the Board on a recent discussion with Paul Hayllor and Marianne Craig on the draft Climate & Sustainability Strategy. Steph reported that there is some work with further dialogue required. Steph encouraged ILF Scotland to consider aligning in part with SG strategic priorities.

**ACTION 11:** Paul to circulate the draft Climate & Sustainability Strategy to the Board.

The Board noted the Net Zero Champion update. NB: This item was taken out of sequence to allow Steph to leave the meeting at 13:30pm.

#### **24. Cyber Security Champion update** (verbal update)

Liz spoke of the cyber work she has championed over her term in office confirming Kirsty Aird(Kirsty) is well informed to take over as Cyber Security Champion working with Paul and team. Liz spoke of the great work in the cyber security space over the last few years and confirmed it is in a positive place as she leaves. The Board noted the Cyber Security update.

#### **25. AOCB**

**a) SDS Standard 13:** This new SDS Standard 13 has been developed for delivery of direct payments for local authorities – Social Work to improve SDS delivery. Robert spoke of the recent inclusion of ILF Scotland in development of this standard which is viewed as critical. The Board agreed ILF Scotland should be included as part of the conversation.

**ACTION 12:** Robert to circulate the SDS Standards paper to the Board.

**b) Board Director: Annual Appraisal Form review and update:** Following recent circulation of an updated draft form, Aileen thanked Betty and Etienne d’Aboville (Etienne) for submitting their thoughts and comments.

**ACTION 13:** Board Directors were asked to review and submit comments to Aileen and Anne-Marie to complete the review of the new format.

#### **c) Board Directors – end of public appointment - Valedictory**

Anne-Marie apprised the Board that Betty McAtear and Liz Humphreys will end their 8-year public appointment term on 07 August 2024.

Anne-Marie spoke of their outstanding contribution to shaping ILF Scotland. Both Betty and Liz leave the organisation in good hands and in good health. They joined together in August 2016 supporting the organisation during the early years of ILF Scotland and have championed the work to the point of re-opening of the ILF Scotland Fund from 01 April 2024. Anne-Marie offered her deep-felt thanks from the ILF Scotland non-executive Board Directors and the organisation as a whole.

Anne-Marie presented Betty and Liz with flowers a small memento from the organisation.

**Close of Meeting: 1:55pm**

**Next Board Meeting Dates:**

Next Remuneration Committee 11:00am, Monday, 23 September 2024 (Denholm House – Cedar)

Next Board Development Day: 1:30pm, Monday, 23 September 2024 (Denholm House –Cedar)

Next Audit & Risk Committee: 10:30 am, 14 October 2024 (virtual)

Next Full Board Meeting: 11:00am, Tuesday, 22 October 2024 (virtual)

<b>Action Point -</b>	<b>Action by</b>	<b>Timescale</b>	<b>Action</b>
<b>ACTION 1:</b> Aileen to add Terms of Reference review to the Action Log	Aileen	Immediate	Complete
<b>ACTION 2:</b> Aileen to add IT Strategy to the Action Log (recommendation from Annual Audit Report- see para 12).	Paul	September	Complete – IT Strategy on October Board agenda.
<b>ACTION 3:</b> Mark to respond to the SG Remuneration correspondence.	Mark	Immediate	Ongoing
<b>ACTION 4:</b> Harvey to include the CEO Remuneration in the Risk Register.	Harvey	Immediate	Complete
<b>ACTION 5 :</b> An additional budget line to be opened to reflect the 2015 Fund and the new Fund.	Jim	October 2024	Complete
<b>ACTION 6:</b> Paul to circulate the Digital paper which outlines the recommendations and costs to future proof the digital platform for ILF Scotland.	Paul	July 2024	Complete - in Action Point Docs (Huddle)
<b>ACTION 7:</b> Linda to request access to view the full and final Police Scotland report – if appropriate to view.	Linda	October 2024	Update: Linda requested access again and was advised that as it was a case held at Private Office and was solely Minister to MSP and not a reply to the person raising the concern then although the MSP or the individual can share as they choose, the Sponsor cannot.
<b>ACTION 8:</b> The Executive Team to circulate an update on how the re-opening project is progressing/ the challenges and the mitigating actions.	Executive team	July 2024	Ongoing



<b>ACTION 9:</b> Peter to timeously circulate the co-production working groups update as soon as possible after meetings -informally by email.	Peter	Post Co-production working group meetings	On-going
<b>ACTION 10:</b> The Board will work with Harvey to develop strategic KPI – data.	Board/Harvey/Paul	October 2024	Ongoing
<b>ACTION 11:</b> Paul to circulate the draft Climate & Sustainability Strategy to the Board.	Paul	Immediate	Complete – in Action Point Docs (Huddle)
<b>ACTION 12:</b> Robert to circulate the SDS Standards paper to the Board.	Robert	Immediate	Complete - in Action Point Docs (Huddle)
<b>ACTION 13:</b> Board Directors were asked to review and submit comments to Aileen and Anne-Marie to complete the review of the new annual appraisal format.	All Board Directors	End of July 2024	Complete