

**Minutes of the SWIA Management Board Meeting  
2.00 pm, Wednesday 21 May 2008  
SWIA Offices, Ladywell House, Edinburgh**

Present: Alexis Jay, Chief Inspector  
David Cumming, Depute Chief Inspector  
Andrew Wilkinson, Corporate Manager  
Hamish Hamill, external independent advisor  
Sandra Nutley, external independent advisor  
Margaret McDavid, (minutes)

Apologies: Gill Ottley, Depute Chief Inspector, Marc Hendrikson, acting  
Depute Chief Inspector

1. Minutes of the meeting held on 14 February 2008

1.1 The minutes were agreed.

2. Matters arising from minutes

2.1 There were no matters arising.

3. Crerar Update

3.1 Alexis Jay advised the Board that the anticipated May announcement on the future of scrutiny bodies by the Cabinet Secretary for Finance and Sustainable Growth had not been made. It was likely that Cabinet would consider an options paper in the very near future and an announcement would be made thereafter.

The Board discussed the forthcoming meeting with the Accounts Commission and other scrutiny bodies to initiate discussion on its proposed gate-keeping role in respect of local government scrutiny. The meeting would be attended by Alexis Jay and Hamish Hamill. The Board agreed that it would be important for the meeting to establish precisely what was to be coordinated.

4. Annual Report and Accounts

4.1 Andrew Wilkinson presented the draft 2007/08 annual report and accounts for the Board's agreement, subject to the Audit Committee's agreement. He explained that, ideally, the report and accounts would have been agreed by the Audit Committee before the Board meeting but this had not been possible within the extremely tight requirement to get the document laid before the Scottish Parliament recess at the end of June.

Andrew confirmed that Audit Scotland had reviewed the document and was content for it to be considered for approval by the Board and Audit Committee.

The Board considered the document and agreed a number of minor drafting amendments. The Board agreed the document subject to these amendments and the Audit Committee's agreement.

**Action Point 1 (May 08)** – Andrew Wilkinson to arrange revision and publication of the report.

5. HR Briefing

- 5.1 The Board had agreed previously that it should be briefed periodically on wider SWIA policies and procedures. A paper on human resources had been submitted for the Board's consideration. SWIA staff are core Scottish Government employees and, wherever possible, Scottish Government policies and procedures had been adopted or adapted.

The Board noted in particular that recruitment arrangements for inspectors had been reviewed to better target SWIA's specific requirements and to improve equality of opportunity. Encouragingly, a recent recruitment campaign had delivered an improved success rate. A formal review would be conducted after the campaign had been concluded.

The Board noted the paper.

6. Board Performance Reporting

- 6.1 Andrew Wilkinson apologised for the embryonic nature of the report. At the eleventh hour, Scottish Government IT (ISIS) had suggested that SWIA should use ISIS' in-development performance reporting tool. SWIA had reviewed the tool and agreed to use it but development would take some time. In the interim, SWIA would have to produce a standalone tool. The report presented to the Board was the first draft showing the suite of measures to be reported and some basic analysis. It was presented to the Board as a work in progress for comment on the direction of travel.

The Board welcomed the report but agreed that much work was needed to make it fit for purpose. The Board made a number of suggestions to assist this.

**Action Point 2 (May 08)** – Andrew Wilkinson to arrange development of the local performance report pending delivery of the ISIS tool.

7. Risk register

- 7.1 The Board reviewed the updated risk register. Andrew Wilkinson confirmed that mitigating action in respect of data handling and security measures had been incorporated under risk 11 (poor internal controls/critical audit). The Board suggested that the risk register was of an appropriate size for the

organisation but that some of the duplicated mitigating actions could be better presented.

**Action Point 3 (Aug 07)** – Andrew Wilkinson to review the risk register format.

8. Finance and staffing
- 8.1 The Board noted the finance and staffing reports and commended the clarity of the information provided.
9. AOB
- 9.1 There was no other business
10. Date of the next meeting – 28 August 2008, venue to be confirmed.