

## KLTR Advisory Board Meeting Minutes

Meeting held on Thursday 13th June 2024 at 10.30am, Victoria Quay & Hybrid

### Present

John Logue (Chair)	KLTR
Bobby Sandeman	Chief Executive and Accountable Officer
Kyle McAra	Legal Director
Richard Frew	Head of Policy, Communications & OPTS
Catriona Deans	Head of Governance & Strategy
Marlene Anderson (via Teams)	Director of Finance & Procurement for COPFS
Vanessa Davies	Non-Executive director
Annie Gunner Logan	Non-Executive director
David Watt	Non-Executive director

### In Attendance

Stuart Allan	Chair of Treasure Trove Review
Stephen Woodhouse	Advisor to Chief Executive
Lorraine Harper	Secretariat
Mikki Rennie	Secretariat

## Agenda Item 1 - Introduction & Apologies

1. The Chair opened the meeting and welcomed all colleagues. There were no apologies. There were no declarations of interest.

## Agenda item 1.2 - Minutes of Previous Meeting

2. The minutes of the previous meeting held 22<sup>nd</sup> February 2024 were approved, subject to a change in paragraph 22, title of Finance Business Partner to Chief Finance Officer.

## Agenda item 1.3 - Action Log Update

3. Item 1 - Action complete, Board suggestions incorporated, where appropriate, and document published.
4. Item 2 - Action complete, the Board was provided with an update at the meeting.
5. Item 3 - Action complete, the board was given a progress update and KLTR website was updated to confirm Panel Members 'Nominated individuals from each key stakeholder sector'.
6. Item 4 - Action Complete, BV3 policy wording, regarding discretionary payments was updated accordingly and is in operational effect.
7. Item 5 - Action ongoing the board provided feedback on the draft Governance Framework document and suggestions to be incorporated, where appropriate, and presented to the board at the next meeting.

## Agenda item 2 - Key Matters of Strategic Interest

### 2.1 - Internal Governance Framework Draft

8. Head of Governance & Strategy introduced paper KLTR/Board/2024/06/02 and thanked Board members for their comments so far, which had now been incorporated. She invited further comments from the Board.
9. The Board noted there were minor wording changes to be made, including consistency in how the Audit Committee was referred to. The Board felt arrangements for the Audit Committee needed to be firmed up.
10. There was discussion surrounding the creation of a KLTR Scheme of Delegation and a possible Memorandum of Understanding (MoU) with COPFS. The Director of Finance & Procurement for COPFS advised the Board that KLTR's financial authority delegation is aligned to COPFS's authority. The Chair confirmed that discussions with COPFS regarding an MoU with KLTR were delayed due to some changes being made in COPFS.
11. It was recommended that the Governance Framework should be updated to reflect ongoing developments with KLTR, noting that the Governance Framework and associated documents should be reviewed at least annually.
12. **Action** - Scheme of Delegation and Audit Committee arrangements to be covered in Governance Framework. Internal Governance Framework to be signed off at the next Board meeting.

### Agenda item 2.2 - Audit Committee Proposal

13. The Chief Executive discussed the proposal for a sub-committee of the Board (Paper KLTR/Board/2024/06/04) and confirmed the first meeting would immediately follow the Board meeting in September.
14. The Board suggested further consideration of duration of appointment period for Audit Committee members.
15. The Board confirmed they were content to refer to the Committee as the Audit Committee, and it was confirmed Audit Committee meetings would be held twice annually starting from September 2024.

### Agenda item 2.3 - TT Public Consultation Update

16. The chair of Treasure Trove Review provided an update on the Consultation to the Board. There were 143 responses from various stakeholders which are being collated. He questioned whether the Board should have any input in the recommendation process, but it was agreed that the

Treasure Trove Review team (TTR) should produce the report and the Board will then discuss with KLTR what should be implemented.

17. The Board felt it would be useful to have an additional meeting post publication of the TT Review Report to focus on the review's outcomes and recommendations. The Board suggested, if timelines agreed, this could take place prior to the next Board meeting.
18. **Action** - TTR Chair - to schedule post publication overview and discussion meeting with the Board.

## Agenda item 2.4 - OPTS Launch Update

19. The Head of Policy, Communications & OPTS (PCO) provided an update on the OPTS launch. The launch went as expected and the PCO Team were not overwhelmed with applications. An Advisory Panel meeting was held on the May 14<sup>th</sup> to discuss an application which would now be referred to the KLTR for final decision on the outcome. The Board were advised on application outcomes, particularly where there was a possibility of a negative outcome or adverse publicity.
20. The first OPTS Stakeholder forum was held on June 4<sup>th</sup> and received some positive comments on the scheme and evidence of strong community support.
21. The Board were advised that there were a few projects going on within the PCO Team including a complaints process & procedural review and a file share consolidation project. It was noted that the soft launch of the OPTS has resulted in readily manageable levels of OPTS applications, allowing the PCO Team capacity to commence a new proactive BV project which would change the culture in the KLTR from reactive to proactive, but it was noted it would need to be carefully managed to avoid an overwhelming number of bona vacantia properties becoming known to KLTR.
22. It was recommended that external responses should be captured in a systematic way to provide additional insights into how the scheme is being received and operating.
23. The Board felt that a process review would be beneficial, perhaps annually, and it was confirmed that an internal 6-9-month review would be held with a formal review 2 years post-launch.
24. **Action** - PCO team to provide paper on the proactive BV project for next meeting and prepare another update for the Board.

## Agenda Item 3.1 - Quarterly Updates Q&A - Scorecard & Accompanying Report including Financial Position

25. The Chief Executive spoke to papers KLTR/Board/2024/06/05, KLTR/Board/2024/06/06 & KLTR/Board/2024/06/07. He advised the Board that financial reserve levels were increasing and that he hoped KLTR would soon be in a better financial position than last year. The Board were told that KLTR had engaged Fraser of Allander Institute to provide some financial forecasting. It was confirmed that when the Chief Finance Officer started a new finance strategy would be created.

26. The Board were happy with the financial update and liked how the scorecard was presented.
27. There was discussion between the Board surrounding whether a Service Level Agreement should be created and published. The Legal Director advised the Board that there had been very few complaints about KLTR's timescales, but it was agreed that this would be considered as it may help with resourcing.
28. **Action** - Legal team to consider implementing a Service Level Agreement.

### Agenda Item 3.2 - Quarterly Updates Q&A - Risk Register

29. The Secretariat (Lorraine Harper) introduced paper KLTR/Board/2024/06/08 and gave the Board an overview of the Risk Register, how the review was conducted, and the improvements made including the creation of new controls. She advised there was still work to be done but that the Risk Register would be reviewed regularly. A risk management framework to include risk appetite was also to be created.
30. The Board thought the Risk Register was very well presented and easy to follow. There was some discussion around the impacts and outcomes and if these should go further to opportunities. The Board felt there should be mention of potential cyber-attacks and business continuity in the Risk Register.
31. **Action** - Governance Team to consider adding cyber-attacks to the Risk Register.

### Agenda Item 4.1 - Other Matters of Interest - Review of Annual Review & Accounts

32. The Chief Executive spoke to paper KLTR/Board/2024/06/09 and thanked the Board for all their feedback and comments.
33. The Board noted that the accounts are with the external auditors for review and on track for sign off on 7<sup>th</sup> August 2024.

### Agenda Item 4.2 - Other Matters of Interest - Annual Assurance Review - Outcomes

34. The Chief Executive Introduced paper KLTR/Board/2024/06/10. The Board noted the update, and that this topic would be moved to the Audit Committee in future.

### Agenda Item 5.1 - AOB & Closing - Publication Scheme Update

35. Head of PCO confirmed the Publication Scheme is in progress and would be ready to be presented to the Board for the next meeting.
36. **Action** - PCO Team to present paper on Publication Scheme at the next Board meeting.

### Agenda Item 5.2 - AOB & Closing

37. The Chief Executive confirmed that the Deputy Chief Executive proposal would not be going ahead, and the focus would instead be on the resilience within the Executive Management Team who now hold monthly meetings.
38. It was confirmed that the Legal Director would be going on secondment to Crown Estates Scotland for 2 -3 months.
39. There was no other business.
40. The Chair thanked the Board and colleagues for their considerations and confirmed the next meeting would be on August 7<sup>th</sup> for accounts sign off with the next Board Meeting on September 12<sup>th</sup>, however, it was agreed this may be delayed to facilitate the TTR meeting.
41. **Action** - Secretariat to look at possible dates for TTR meeting & next Board meeting.