

Note – Single Item Agenda

Meeting Date	Thursday 19 June 2025, 10:30-11:30, via video conference
Committee	David Watt CA, Chair Steve Renwick Siobhan White
Attendees	Acting Ombudsman - Andrew Sheridan Head of Corporate and Shared Services – Stuart Crickmar Corporate Services Manager - Fiona Paterson (note taker)
Observer	Engagement and Communications Manager – Adam Warner Accountant – Julie Murphy
Apologies	Head of Investigations (PSC) – Judy Saddler Head of Investigations (INWO/SWF) – Elaine Cameron

Item	Subject	Main points of discussion	Actions agreed	Due	Lead
1.	Welcome	<ol style="list-style-type: none"> The Chair outlined the general format for this meeting to the members. The AAB were introduced to the Engagement and Communications Manager and the Accountant. One member confirmed her interest in three bodies under SPSO jurisdiction, as published in her Declarations of Interest. 			



Item	Subject	Main points of discussion	Actions agreed	Due	Lead
3.	Draft 2024-25 SPSO Annual Report and Financial Statements	<ol style="list-style-type: none">1. The Chair asked the AAB for their comments and queries on the three parts of the document in turn.2. All three members provided points on the narrative, clarity, and intention of the messaging in selected areas, alongside specific proofing notes.3. The Acting Ombudsman and Head of Corporate Services responded to queries and noted areas that will be enhanced following this discussion.4. This feedback was noted in detail and will implemented in time for the draft documents to be designed and submitted for External Audit fieldwork.5. The SPSO members thanked the AAB for their detailed comments, and the time invested in reading and providing feedback on the Annual Report.6. The full audited document will be issued to the AAB ahead of the sign-off meeting on 24 September 2025, and the final document will be laid before parliament by end-October 2025 under the Public Finance and Accountability (Scotland) Act	Finalise draft for issuing to External Auditors	By 07/07/25	CSM

Approved for publication 24 September 2025

David Watt, Chair