

Consumer Scotland Board Meeting
1 July 2021
Minute of Meeting

Attendees: David Wilson (Chair)
Nick Martin
Angela Morgan
James Walker
Neil Ritchie (Scottish Government Implementation Team)
Jill Rosie (Scottish Government Implementation Team)

1. The chair welcomed everyone to the first meeting of the Consumer Scotland (CS) Board and invited a round of introductions from those in attendance.
2. The board then set out their high-level ambitions for Consumer Scotland:
 - Build and shape as well as lead the body
 - Ensure there is an emphasis on good governance
 - Move forward with a strong focus on vulnerable consumers
3. A short discussion was then held around orientation and Scottish Government induction for new board members.
4. The board discussed stakeholder engagement and the chair advised he would like to carry out a stakeholder mapping exercise to include all of the bodies CS will engage with, drawing a distinction between ministerial bodies and non-ministerial bodies **(Action: James, Neil and Jill to create a map of the stakeholder landscape, and James to provide his assessment of stakeholder views and key issues at the next meeting)**
5. The board discussed the immediate priority of appointing a chief executive officer (CEO) and will explore the potential for an interim CEO to be appointed whilst the recruitment process is carried out for a permanent appointment.
6. The implementation team advised that an HR advisor has now been appointed to support the delivery of the CS body. Early priorities will be around supporting TUPE considerations on transfer of functions from Citizens Advice Scotland to CS and supporting the board in the recruitment of the CEO and any potential interim arrangements. **(Action: David and Angela to develop proposals on the recruitment process for the Chief Executive)**
7. The board then discussed the importance of representing vulnerable consumers and grasping the opportunity to do things differently and ensure advocacy for vulnerable consumers is at the heart of everything Consumer Scotland does. **(Action: Board to pursue the option to co-opt a member to represent vulnerable consumers, and Angela to discuss options with Neil and Jill)**

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8. There was an initial discussion on the transition to launch of Consumer Scotland. It was agreed that there is a need to have a shared understanding of what the Board has responsibilities for at present, and the resources available to it. There may be scope for the Board to take responsibilities in “shadow form” as a precursor organisation ahead of the legal entity being in place, and a number of comparable, but not identical, examples were mentioned. **(Action: Nick to discuss with Neil how the example of Environmental Standards Scotland might be a helpful template for a transition process for Consumer Scotland)**
9. The chair summarised some key points from what he said had been a very positive first meeting. It was agreed that an early workplan should be developed, harnessing the work already done by the Scottish Government and utilising the skills and experience of individual Board members. An initial list of key issues would be circulated and further details on the key issues would be summarised for the next meeting. The implementation team to prepare a list of key deliverables/issues and discuss with each board member ahead of next board meeting **(Action: David to circulate a checklist of key issues)**
10. The board agreed the next meeting will take place at the end of July 2021. The implementation team would be in touch to find a suitable time for 2 hour meeting, and to identify dates for regular monthly meetings thereafter.

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