

## KLTR Advisory Board Meeting Minutes

Meeting held on Thursday 12<sup>th</sup> December 2024 at 10.30am, Victoria Quay & Hybrid

### Present

John Logue (Chair)	KLTR
Bobby Sandeman	Chief Executive and Accountable Officer
Evelyn Aitken	Chief Finance Officer (Minute Taker)
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

Stephen Woodhouse	Advisor to Chief Executive
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### 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.
2. VD advised that she will be stepping down as a Non-Executive Director with immediate effect. The Chair thanked her for her contribution to the Board

### Agenda item 1.2 - Minutes of Previous Meeting

3. The minutes of the previous meetings held on 13<sup>th</sup> June 2024 and 1<sup>st</sup> November 2024 were approved, subject to a minor change to remove the hyphen in Annie Gunner Logan.
4. **Action** - Both minutes to be amended prior to uploading to KLTR Website

### Agenda item 1.3 - Action Log Update

4. Items 01/24, 02/24, 5/24 and 6/24 were closed.
5. Item 3/04 - To remain in progress - The CE provided a verbal update on progress made regarding the proactive BV project, further updates will be provided as the project progresses.
6. Item 4/24- To be closed - A paper was tabled on KPI's as part of the Agenda.

### Agenda item 2 - Chief Executive Update

#### Agenda item 2(a) KPI's

7. The CE presented paper KLTR/Board/2024/12/04 detailing draft performance measures aligned to the 3 KLTR Strategic Objectives published in the Strategic Plan. He explained that these would provide baseline data during 2025-26, which would allow reasonable targets and KPI's to be developed and reported thereafter.
8. A discussion took place around the actual measures:
  - Objective 1 - %age of disclaimer notices to be issued within 6 months, to consider the wording of this measure to provide clarity. All other measures were agreed upon.
  - Objective 2 - %age of claimed and disclaimed cases, to consider what is meant by "full reporting" and to express in a way that is meaningful for the reader. All other measures were agreed upon.
  - Objective 3 - to consider reordering the measures and consider the wording.
9. It was agreed that any data available in 2024-25 would be used to start to inform the baseline.
10. The Board considered the content of the paper and agreed that this was an appropriate way forward.
11. **Action** - Further refinement of the order and wording of the measures to be considered prior to using from 2025-26.

## Agenda item 2(b) Crown Executor

12. The Chief Executive gave a brief verbal update on the current position regarding this project. He advised that he had met with COPFS officials to explore the current issues and agree the way forward. He highlighted the following issues;
  - It is increasingly easy to identify relatives as "apparently heirless" individuals' records, including their parents and grandparents etc, are increasingly now online. Technology is improving tracing too as are genealogists more generally.
  - Because relatives are increasingly findable, the question for COPFS, in his view, is shifting from the idea of heirlessness to whether it is in the public interest to intervene in a particular case. For example, where there *appear* to be no relatives after a proportionate amount of research but it is likely they will be found later; or, because there are relatives but none are willing to deal with the deceased's affairs or their estate.
  - COPFS's reliance on the current common law approach requires COPFS and KLTR to significantly subsidise the operation. Neither organisation cannot charge properly for the service and it creates significant exposure for KLTR's reserves.
13. A way forward suggested by the KLTR Chief Executive to COPFS is that future interventions in these types of case should be based upon the Fiscal's powers to be appointed as executor-dative and undertaken as such an executry. This option is now actively being considered by COPFS, with input from KLTR officials. The Board noted this discussion and agreed that the KLTR risk register be updated to reflect this, and would welcome a further update on the project.

14. **Action** - Risk Register to be updated to include and reflect the Crown Executor Risk.
15. **Action** - A formal update containing the proposal to be prepared for the next Board.

## Agenda item 2(b) Proactive BV

15. The Chief Executive gave a verbal update. He advised that while the recently launched OPTS scheme has been successful since the launch, it essentially relies on KLTR reactively being advised about ownerless land and property. He advised the KLTR has therefore recently commenced a new, complementary, project to introduce additional, more proactive, approaches to identifying property. In developing the approach, KLTR is working with representatives from Registers of Scotland, Companies House, Scottish Land Commission and COSLA. The Board will be updated at the next meeting on progress.

16. He also advised that he was looking to explore potential commercial revenue focused activities, a potential change to the KLTR business model, and will be meeting shortly with the Scottish National Investment Bank and representatives from Scottish Government to discuss. Again, the Board will be updated at the next meeting on progress.

17. The Board welcomed the update.

## Agenda item 3 - Chief Finance Officer Update

### Agenda Item 3 (a) - Quarterly Updates Q&A - Business Plan Scorecard

18. The Chief Finance Officer spoke to paper KLTR/Board/2024/12/05, she advised that the priority status remain unchanged from the Qu1 position but highlighted the priorities that remained as amber.
19. There was a brief discussion around Priority 19, and whether we should focus on developing our core systems before we considered introducing technological changes such as Artificial Intelligence.
20. The Board noted the progress made to date.

### Agenda Item 3 (b) - Financial Position

21. The Chief Finance Officer introduced paper KLTR/Board/2024/12/06 and gave the Board an overview of the financial position as at 31/10/2024, she also advised that during the month since the figures were prepared, an additional £700k has been added to the reserve balances. She advised that the reserves position remains challenging and that close monitoring is taking place along with exploring income generation opportunities.

22. The Board noted the content of the report.

### Agenda Item 3 (c) 1 Risk Register and Risk Appetite

23. The Chief Finance Officer spoke to papers KLTR/Board/2024/12/07, 08 and 09, she advised that since the last Board meeting in June 2024, the Executive Management Team had reviewed all risks and Risk 3 and Risk 4 had their scorings amended to reflect the current position.

24. This was the first time that the Board had seen the Risk Appetite Statement. The Board challenged the use of "eager" when looking at the Technology Risk Category, but the Chief Executive explained the rationale, that he is keen to explore the art of the possible but the reality (the difficulty of doing that) is reflected in the risk register.

25. The Board commended the report and the linkages made between performance and risk and that it was tailored to KLTR.

### Agenda Item 3 (d) Board Terms of Reference (TOR )

26. The Chief Finance Officer introduced paper KLTR/Board/2024/12/10. The Board noted the revised TOR.

27. **Action** - Amended TOR to be uploaded to KLTR Website

### Agenda Item 3 (e) - Board Strategy Day

28. The Chief Finance Officer gave a brief overview of the content of the Board Strategy Day proposed for February 2025. This would include sessions on Risk, Business and Strategic Planning and Development Opportunities.

### Agenda Item 4 - AOB & Closing

29. The Chief Executive advised that the immediate focus for KLTR going into the 2025/26 Financial Year needs to be its sustainability both in the short term and long term. He was very aware of the Scottish Government's Public Sector Reform Agenda and challenges for Scotland's public sector finances, and recognised that KLTR needs to be considering how we operate and function longer term.

30. The Board agreed that an options appraisal should be carried out to consider the longer-term future direction of travel for KLTR.

31. The Chair thanked the Board and colleagues for their contributions.

32. The next meeting will be held on 13<sup>th</sup> March 2025.