OSCR Casework Committee - Terms of Reference
(Approved September 2026)

Membership

Membership will comprise:

- At least three board members

The Committee Chair shall be the Deputy Chair of the Board.

The Head of Regulation and Improvement will provide the Committee with a secretariat function.

Responsibilities

The Committee's purpose is to provide oversight of OSCR's case-based activity and to provide assurance to the OSCR Board about it. In particular:

- To provide assurance to OSCR's Board that OSCR's case-based decision-making is undertaken in line with:
    - Charity and other applicable law
    - *Right First Time* principles
    - OSCR's Risk Framework, policies and published guidance
- To provide assurance to the OSCR Board that OSCR's casework, risk assessment and quality assurance processes are fit for purpose and being properly implemented
- To review changes to OSCR policies and external guidance affecting case-based decision-making
- To oversee OSCR's court and tribunal activity
- Where assurance cannot be provided in any of the areas set out above, to highlight to ARAC and the Board any amendments that may be required to OSCR's corporate risk register

Meetings

The Committee will meet a minimum of five times per year, and endeavour to meet approximately three weeks before Board meetings.Meetings may be conducted in person or online or by telephone.

Urgent papers may be considered by email.

A minimum of two members of the committee will be present for the meeting to be deemed quorate. If any meeting is not quorate, then business discussed may be homologated at the following meeting.

The Chair of the OSCR Board and the OSCR CEO may attend committee meetings, but will not be a members

The Head of Regulation and improvement and Senior Manager, Higher Risk cases and Quality Assurance will normally attend meetings, with the Senior Legal Advisor and other officers attending by invitation as required.

Reporting

The committee will formally report in writing to the Board after each meeting. A copy of minutes of the meeting may form the basis of the report.

The committee will provide the Board and Accountable Officer with an Annual Report, timed to support finalisation of the accounts and the governance statement, summarising its conclusions from the work it has done during the year.

The Committee will report to the Board as required on individual cases requiring Board involvement and may make recommendations as to handling of cases.