



**Present:**

Neil Hunter – Principal Reporter/ Chief Executive  
Susan Deery – Head of Human Resources  
Ed Morrison – Head of Finance & Resources  
Malcolm Schaffer – Head of Practice & Policy  
Pamela Armstrong – Governance Officer

		<b>Timescale</b>	<b>Action</b>
<b>1.</b>	<b>Apologies</b> Lisa Bennett – Head of Strategy & OD Lawrie McDonald – Head of IT Alistair Hogg – Senior Operational Manager Tom Philliben – Senior Operational Manager		
<b>2.</b>	<b>AOB</b> None		
<b>3.</b>	<b>Minute of Previous Meeting</b> Agreed as accurate.  <b>Matters Arising</b>  <b>Perth Training Centre</b> <ul style="list-style-type: none"><li>• Discussions with partner agencies are still to be progressed.</li><li>• CHS have expressed an interest.</li><li>• We need to further consider how to best utilise the space. Property team are liaising with Malcolm Schaffer and Ed Morrison.</li></ul> <b>SOM Review Report into Livingston Case Breach</b> <ul style="list-style-type: none"><li>• EMT has given offline approval to the report provided by Tom Philliben.</li><li>• IT was agreed the SOM review process is useful.</li><li>• The report should give the Board reassurance that all aspects are covered and being reviewed.</li></ul>		<b>MS</b>

		<b>Timescale</b>	<b>Action</b>
<b>4.</b>	<p><b>Review of complaints 2016-17</b> Malcolm Schaffer introduced the report which will be presented to the September Board</p> <p><b>Issues arising during discussion:</b></p> <ul style="list-style-type: none"> <li>• The report reflects a significant drop in the volume of complaints indicating an improvement in terms of frontline resolution.</li> <li>• The nature of complaints tends to be low level, for example disagreeing with decisions made by the Hearing.</li> <li>• There are issues with non-reporting and how complaints are logged.</li> <li>• Mechanisms for Children and Young people to raise complains will be considered via the Participation Group.</li> <li>• It would be helpful for staff to have a list of vexatious complainers. Malcolm to look into providing a list.</li> </ul> <p><b>Agreed:</b> EMT approved the report for submission to the September Board.</p>		<b>MS</b>
<b>5.</b>	<p><b>G Drive Clean Up</b></p> <p><b>Issues arising during discussion:</b></p> <ul style="list-style-type: none"> <li>• Locality and Head Office G Drive clean up continues. It is a slow process and there are issues around what needs to be deleted. The retention policy has been reiterated via the IG Leads Group.</li> <li>• Areas such as HR and Finance have cleared a lot but there is still a lot to be done.</li> <li>• Progress will be fed into EMT via the IG Leads Group.</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• General Data Protection to be added to the October agenda.</li> </ul>	<b>Oct 17</b>	<b>PA/MS</b>
<b>6.</b>	<p><b>Operational Resilience/future organisational arrangements</b></p> <ul style="list-style-type: none"> <li>• A report to the September Board will highlight drivers for change and possible responses.</li> <li>• The Finance team are liaising with financial leads regarding how to manage savings targets.</li> <li>• Susan Deery will conduct a tour of all localities</li> </ul>		



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	<p>which will provide helpful with sense checking.</p> <ul style="list-style-type: none"> <li>The financial consequences of specific locality issues need to be identified. Several members of EMT will meet and update the spending review paper.</li> </ul>		
<b>7.</b>	<p><b>Internal Audit – Annual Plan 2017/18</b> The Internal Audit plan was reviewed and will be further considered by the August Audit and Risk Committee.</p>		
<b>8.</b>	<p><b>Participation and Property project plan</b> Ed Morrison introduced the Hearing Room Improvements Project Initiation Document and Project Plan.</p> <p><b>Issues arising during discussion:</b></p> <ul style="list-style-type: none"> <li>Malcolm Schaffer has volunteered to be the project sponsor.</li> <li>There is a need to ensure future positive and proactive engagement with CHS.</li> <li>Lessons learned from previous hearing room project to be made available.</li> <li>Ensure Health and Safety involvement from early on in the project.</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>To Approve the Project Initiation Document</li> <li>To approve the Project Plan.</li> </ul>		
<b>9.</b>	<p><b>2017/18 Q1 Forecast</b> Ed Morrison provided a verbal update</p> <p><b>Issues arising during discussion:</b></p> <ul style="list-style-type: none"> <li>East and Central are forecasting £80K (potentially £130K) overspend.</li> <li>Ayrshire has no overspend but there is pressure on the budget.</li> <li>North West is close to budget but there are still areas to be reviewed.</li> <li>Practice and Policy forecasting a £40K underspend</li> <li>Support Services forecasting a £32K overspend.</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>SOM's to discuss Vacancy Management with Localities as most posts are moving to immediate advertisement.</li> </ul>	<b>Sep 17</b>	<b>SOM's</b>



		<b>Timescale</b>	<b>Action</b>
	<ul style="list-style-type: none"> <li>Further report to be submitted to EMT prior to September Board Meeting</li> </ul>	<b>Sep 17</b>	<b>EM</b>
<b>10.</b>	<p><b>Young Peoples Board – Our Hearings Our Voice (OHOV)</b></p> <p><b>Award of funding</b></p> <ul style="list-style-type: none"> <li>A core group of young people have been involved in the branding of OHOV</li> <li>Scottish Government has allocated £85k on top of the £25K available this year.</li> <li>EMT note the progress made. Future commitment includes support for establishing a full time Development worker post and potential Assistant post, subject to spending review.</li> </ul> <p><b>Draft job description – Development lead</b></p> <ul style="list-style-type: none"> <li>EMT reviewed and agreed the draft job description and this will be taken through the job evaluation process.</li> <li>There is an option not to progress with this post if SG funding position is not clear.</li> </ul>		
<b>11.</b>	<p><b>New Risks</b></p> <p>New risks were identified around the following areas,</p> <ul style="list-style-type: none"> <li>Information Governance <ul style="list-style-type: none"> <li>G Drive Clean-up is considered a managed risk.</li> </ul> </li> <li>Finance <ul style="list-style-type: none"> <li>Not being able to meet the budget balance requirement</li> <li>Not being able to achieve the savings target, particularly in East &amp; Central.</li> </ul> </li> </ul> <p>The Risk register will be updated accordingly.</p>		<b>PA/Risk Owners</b>
<b>12.</b>	<p><b>Forward Plan</b></p> <p>The forward plan was reviewed.</p>		
	<p><b>Next Meeting</b></p> <p>Wednesday 13 September 2017</p>		

