SCOTTISH CHILDREN'S REPORTER ADMINISTRATION

Scottish Children's Reporter Administration
Minute of Information Governance Leads held on *Wednesday 15 February 2017 at* Ochil House, Stirling

Present:
Malcolm Schaffer (Chair), Gillian Henderson, Katie Brownlee, Bruce Knight, Lesley Siewert, Maureen Manns, Donald Lamb, Ed Morrison, Gwen McNiven, Kelly Campbell, Alan Mulrooney, Jacqueline Stephen, Martin Toye (Board Member), Pamela Armstrong

By VC – Angela Mitchell, Rosemary McCracken, Paul Harkness

		Timescale	Action
1.	**Apologies** Janet Robertson, Vicky Ritchie, Moyra Gordon (Unable to VC in		
2.	**AOB** **Sending of papers to Prisons** • There is currently no consistency in the sending of papers to prisons. Best Practice is send single enveloped and marked Legally Privileged. Localities to confirm process and advise Gillian.	**May 17**	**All**
3.	**Minutes of previous meeting: 16 November 2016** Page 1, Item 3, second bullet point to be amended to read • Within the Glasgow Locality, Panel Member swaps and call offs are very regular (approx**. 9** per week, 50-60% happening once papers have been sent) and rotas are now being looked at on a monthly basis. The rest of the minute was agreed as an accurate record. **Matters Arising:** **Locality Practice for return of panel papers** • CHS have agreed to take on the issue with Lead AST's. • The issue has also been discussed through the Hearings Management Group. • Feedback from AST's indicated that the reasons for call offs are down to domestic or work issues and not sinister or that rotas or not being taken seriously. • Within the Glasgow locality the high number of swaps creates difficulties. The locality is unable to produce a robust system to monitor papers in/out and to do this will require additional resource. It may be possible to introduce a simple counting in/out procedure in the future however the locality is currently working on other priorities. • It's the responsibility of Panel Members to exchange papers however there are a lot of occasions, due to		

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	last minute swaps and to ensure the hearing goes ahead, a fourth set of papers are sent out by the locality. • Is it worth accepting an increase in the number of differed hearings in an attempt to make the system more robust? Localities possibly make it easier for Panel Members to swap as they go further than the locality responsibility. • Glasgow has had experience of Panel Members just not turning up. This is not uncommon and will happen every couple of weeks. **Test Data – Sibling Flag** • There have been examples of breaches where a new child has been referred with no ND order. A report has come in for the child with sibling details (Address) and the sibling has a ND order. • As a result to changes in ND guidance, the need to check ALL siblings is stressed. • Teams are asked to use Mother as a check as the sibling link is not always used. • Sibling links will be embedded within CMS. **GDPR** • Item to be added as standing agenda item • The presentation, "Preparing for General Protection Regulation", has been shared with CHS • The outlook for further guidance from ICO is May 2017. **Historic Abuse Enquiry** • No further updates. **Restricted Cases** • Live cases are now going out to live Reporter and primary contact. There is the ability to check if any member of staff tries to get access and is not approved. The process has been tested and works. **Locality IG refresher training** • Dates for training are to be put in the diary and advised by next meeting.	**Immediate** **May 17** **May 17**	**All** **PA** **All**
4.	**Minutes of CHS-SCRA IG Group** • It was discussed that localities are copying in Clerks when sending Panel Member continuity requests to AST's. Clerks do not have the right to this information and should not receive anything child related.	**Immediate**	**All**

		Timescale	Action
	• The next joint meeting has been scheduled for 24 May 2017.		
5.	**Single G Drive** • The drive is more than storage, it is about records management. There is a risk of data being inaccurate and a danger of inappropriate information being retained. • Clean up guidance to be produced and reviewed by KB LS, AM. This will be reported back at the next meeting. • There is an issue with split drives. i.e. Ayrshire has data split over 3 drives. Central also use multiple drives. Can this be mapped to one drive? • Clean-up is a recurring activity, it needs to be a regular sweeping up exercise. • Localities asked to think of an approach to clean up. For example, is this an opportunity for a Modern Apprentice to be involved. • Head Office clean-up to be considered	**May 17** **May 17** **May 17**	**BK/KB/LS/AM** **All** **GH/MS**
6.	**Q3 Breaches Report** • The Q3 breaches report was reviewed. This report is also taken to the February Audit and Risk Committee meeting. • Localities are asked to spread awareness that working with Local Authorities has been taken to CHIP • Scottish Government wrote to all Local Authorities at SCRA's request on all actions taken, with 8 responses to date. • There is a risk when introducing new ND processes. Some localities are unsure mandatory training ensured staff had a full understanding. • There is an anxiety around further changes to practice guidance. The group were advised that the Practice team have tried to keep new forms and the level of reporting in forms to a minimum. • Locality refresher training will be supported by Practice & Policy team. • The group are encouraged to circulate the Breach report within teams. Monthly reports are also published to Management teams. • Glasgow improvements project has started in the North team and will be moving to other teams. ND has reduced in the locality for 10% in the past few months.	**Immediate** **Immediate**	**All** **All**
7.	**Ayrshire ND Breaches – Impact on individuals and SCRA** • AM discussed the resent breach including the impact		

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	on the child, and the impact on SCRA. • It is important to follow all procedure,s all the time, without question. This is a child protection issue. • Clarity of sharing information on settlements with teams to be given.	**May 17**	**MS**
8.	**MOU with local authorities on secure email** • An e-mail explaining the current situation and highlighting the issues around the switch off has been sent to all CSO's. 5 LA's are still to respond to the request for details of their plans to manage secure e-mail transfer after 31 March. • Based on responses to date, the majority of LA's will be using a temporary continuation of GCSX, via Vodafone. Stirling and Aberdeenshire will use EGRESS as a solution. • After 31 March GSCX addresses will still be available but not secure. • Is there an option to extend the Vodafone contact, allowing for the short term continued use of GCSX?		
9.	**Locality Plans 2017-18 – Inclusion of IG and preparation for GDPR** • GDPR will result in locality changes. There is a need to ensure preparation for GDPR is included in Locality Plans. Preparation for implementation is likely to be Q3 & Q4 of 2017 and should be reflected in locality plans.	**Sep 17**	**All**
10.	**Influencing and supporting partner organisations on IG** • Fife Locality Managers share breach forms with local authority partners who have started following our process. The group are encouraged to share what we do and our methodology.		
11.	**Examples of good locality practice or issues arising** • The current practice around the creation of papers was discussed. Best practice is to keep 1 master set of papers in a child file.		
	Date of next meeting Thursday 11 May 2017		