



**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  
Tom Philliben – Senior Operational Manager  
Pamela Armstrong – Governance Officer

		<b>Timescale</b>	<b>Action</b>
<b>1.</b>	<p><b>Apologies</b> Lisa Bennett – Head of Strategy &amp; OD Alistair Hogg – Senior Operational Manager Lawrie McDonald – Head of IT</p>		
<b>2.</b>	<p><b>AOB</b></p> <p><b>a) FM Contract – Future provision of Facilities Services</b> Ian Allen introduced a paper on Facilities Management (FM)Contract – Future provision of Facilities Services</p> <p><b>Issues arising during discussion:</b></p> <ul style="list-style-type: none"> <li>• The report details four options for consideration: <ul style="list-style-type: none"> <li>○ Extend the existing FM contract</li> <li>○ Enter into a new Total FM contract</li> <li>○ Split into two contracts (Hard and Soft services contracts)</li> <li>○ Split requirement into a number of service contracts</li> </ul> </li> <li>• The preferred option is to split into a number of service contacts however this potentially comes with higher costs and a higher management time commitment.</li> <li>• A split approach allows you to look at contract management arrangements by locality.</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• Further reports including the procurement strategy to be brought back to EMT</li> <li>• The retendering of the existing Total FM contract is progressed as a number of new contracts to cover the main services.</li> </ul>		<b>IA</b>

		<b>Timescale</b>	<b>Action</b>
	<p><b>Shadowing Opportunities</b> It was agreed that EMT and Accountability Meeting shadowing opportunities will be offered to LRM's, as part of succession planning, on a rota basis. Other shadow opportunities are also on offer as required.</p>		
<b>3.</b>	<p><b>Minute of Previous Meeting</b></p> <ul style="list-style-type: none"> <li>• Changes to be made to item 7, Budget 2018/19 as agreed with EM</li> <li>• The rest of the minute was agreed as accurate.</li> </ul> <p><b>Matters Arising</b></p> <p><b>Perth Training Centre</b> – Soft market testing has been carried out with mixed feedback received. Follow up discussions to be conducted with Children 1<sup>st</sup>, CHS and CYCJ</p> <p><b>Internal Audit progress report</b> – This will be brought back to the September meeting.</p> <p><b>IT team re-structuring</b> – This now complete and all resource moved into posts. The team are happy and settled and the transition phase will conclude in September. On-going training is being given and staff are feeling motivated.</p>	<p><b>Immediate</b></p> <p><b>Aug 17</b></p> <p><b>Sep 17</b></p>	<p><b>PA</b></p> <p><b>MS/EM/TP</b></p> <p><b>PA</b></p>
<b>4.</b>	<p><b>Information Governance - Locality Breaches</b></p> <p><b>a) SOM Review Report into Fife and Tayside Locality Data Breach.</b> Tom Philliben introduced the report.</p> <p><b>Issues arising during Discussion:</b></p> <ul style="list-style-type: none"> <li>• The breach was a result of human error but the challenge remains if there is something more that can be done to emphasise the care required at the end part (enveloping) of the process?</li> <li>• Can we build in a culture of pausing and thinking at the beginning and at the end of a procedure, for example enveloping. What is the task at hand, what are the inherent risks and has the procedure been carried out successfully (i.e. have the correct items been put in the correct envelope?)</li> <li>• It is important to reinforce that a critical time for pause and reflection is at the end point stage.</li> </ul>		



		<b>Timescale</b>	<b>Action</b>
	<p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>Report to be tabled with IG leads</li> </ul> <p><b>Central Breach</b> Malcolm Shaffer advised the group that a further breach has been reported to ICO who will carry out an investigation. A SOM review report will be circulated to EMT once finalised.</p> <p><b>Potential Unison Breach</b> Susan Deery advised of a potential UNISON Breach. An investigation has been conducted and recommendations have been fed back. UNISON/SCRA are to set up a data sharing agreement. This will be taken forward through the HR Sub Group.</p>		<p><b>MS/PA</b></p> <p><b>TP</b></p>
<b>5.</b>	<p><b>Operational Resilience</b></p> <p><b>Issues arising during discussion:</b></p> <ul style="list-style-type: none"> <li>There is a continued focus on supporting localities through the summer period.</li> <li>We need to think longer term, for example using the whole organisations resources rather than/or to add to or supplement cross locality working, where support is required.</li> <li>There continues to be a high level of court work in Glasgow with corresponding pressures.</li> <li>If moving resource to support court work you need to be able to release that person from their own existing caseload which is not always feasible, due to individual locality staffing issues.</li> <li>Would it be possible to outsource some of our work?</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>First draft of a report to the September Board on Operational Resilience/future organisational arrangements to be brought to the next meeting. The report should include: <ul style="list-style-type: none"> <li>Key drivers</li> <li>Internal drivers</li> <li>Potential responses.</li> </ul> </li> </ul>	<b>Aug 17</b>	<b>NH/SD/ EM/LB</b>



		<b>Timescale</b>	<b>Action</b>
<b>6.</b>	<p><b>Rural Economy &amp; Connectivity Committee – Islands (Scotland) Bill – Call for evidence</b></p> <p>Malcolm Schaffer advised the team of the need to consider implications for the Islands which include:</p> <ul style="list-style-type: none"> <li>• Staffing issues</li> <li>• Property</li> <li>• Communications</li> <li>• Access to learning</li> </ul> <p>A response will be drafted for consideration. Some of the issues beyond the core of staffing and buildings could become complex in terms of Island specific impacts</p>		
<b>7.</b>	<p><b>Unison Ballot Result</b></p> <p>Susan Deery provided an update on the recent Unison Ballot result on the current pay offer to staff.</p> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• Board Chair and Nominations Committee Chair to be notified of the recent ballot result.</li> </ul>		
<b>8.</b>	<p><b>New Risks</b></p> <p>No new risks were identified however the following risks will be reassessed and scoring adjusted accordingly.</p> <ul style="list-style-type: none"> <li>• Joint Digital Strategy, with regards to changes in timescales and plans.</li> <li>• Staff Pay offer, as a result of the rejection of the offer as balloted by UNISON</li> </ul>	<p><b>Aug 17</b></p> <p><b>Aug 17</b></p>	<p><b>NH/PA</b></p> <p><b>SD/PA</b></p>
<b>9.</b>	<p><b>Forward Plan</b></p> <p>The forward plan was reviewed.</p> <p>All EMT members to be included in future forward plans.</p>		<b>PA</b>
	<p><b>Next Meeting</b></p> <p>Wednesday 09 August 2017</p>		

