



Present:

Neil Hunter – Principal Reporter/ Chief Executive (VC),
Lisa Bennett – Head of Strategy & OD,
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 (VC)

| | | Timescale | Action |
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| 1. | Apologies Alistair Hogg – Senior Operational Manager | | |
| 2. | AOB Succession Planning - Plans are being developed for critical posts using a risk based approach. The line manager of the critical post owns the plan and will work with HR. The expectation is line managers will direct staff to appropriate successions plans. The succession plan will be taken to the June Board for approval. Perth Training Centre – There is continued discussion around the development of the first floor to be used internally /externally. The location is good for transport links. The next step is to test the market to see to what extent the facility is usable. This will be done by contacting external agencies, partners and users and gauging how much interest there is. This will determine the level of ambition. This will hopefully be concluded by August. Pay Update – UNISON have balloted members recommending rejection of the current pay offer. The deadline for returns is 03 July. | | |
| 3. | Minute of Previous Meeting Page 2, section 3c) to be updated to read (proposals for priority minor work programme – totalling £120,000 approved) The rest of the minute was agreed as accurate. | Immediate | PA |

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| | Matters Arising Covered within agenda. | | |
| 4. | IT team re-structuring <ul style="list-style-type: none"> • The current structure will remain in place until at least September 17. • Timelines will conclude the end of June. • Douglas Cameron has been appointed as IT Manager. • A gap has been identified in area between the development of systems and using those systems. There needs to be a bridge between systems and people, technology and teams. • When writing protocols, areas of technical protocol need to be broken down into operational areas. | | |
| 5. | Internal Audit – Progress Report The progress report was reviewed ahead of submission to the august Audit & Risk Committee. | | |
| 6. | Operational Resilience <ul style="list-style-type: none"> • There are on-going issues in several localities. LMT's are currently looking at what mitigations are in place, with an emphasis on preparation for the summer period? • We need to consider resilience and deployment of resource in the medium term. Should we plan to carry a financial resilience overhead? • Can we build in resilience within the next financial plan? • It is important to get sickness and absence rates down. We need to help managers to enable them to have difficult conversations with staff. Psychological factors are the most commonly used reasons for staff absence. • Meetings will be held in July to pull together the beginnings of a paper to be submitted to September Board. To be added to the July agenda. • Consider a planned approach to appropriate Head Office roles able to support operational activity. Is there a cohort of trained support staff/Assistant Reporters/Reporters at Head Office, able to support front line staff? If bringing resources in to help with cover, what work has to stop? • Operational resilience to be added to July and August EMT agendas | Jul 17 | PA/SD TP/AH/MS/NH PA |



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| 7. | <p>Budget 2018/19</p> <ul style="list-style-type: none"> It was stated at the Public Bodies Finance Meeting that SG are going into the 17/18 financial year carrying significant pressures. It was acknowledged that the last spending review was 2014. It was also acknowledged there is difficulty finding further savings and there needs to be a reprioritisation. A group has been set up with representatives from all portfolios. 2018/19 Budget – there is already a gap. We should expect challenge and review to start at a significant circa £1m budget gap. <p>Finance Accountability Meeting</p> <ul style="list-style-type: none"> It feels like we have very few levers to use. The Board expectations are clear on pay and VER, and we can't escape the pension scheme liabilities in the short term. The Property Strategy is vulnerable, and we don't get the benefit of efficiencies beyond one year. IT costs could increase. 99% of our funding comes from Scottish Government. Organisational review needs to consider the following: <ul style="list-style-type: none"> Quality Resilience Cost reduction (efficiencies) What is Scottish Government's stance on helping us meet our statutory obligations? | | |
| 8. | <p>IT Operational Plan</p> <ul style="list-style-type: none"> The Digital Delivery Plan 2017-2020 is a joint plan of CHS/SCRA and is a key document outlining the delivery arrangements for the CHS/SCRA Joint Digital Strategy. The covering report and detailed plan will be presented to the June Board, recommending they: <ul style="list-style-type: none"> Endorse the Digital Delivery Plan on behalf of SCRA Agree the indicative timelines and revised budget allocations to programmes and lead officers (subject to appropriate delegated authorities). | | |
| 9. | <p>New Risks</p> <p>No new risks were identified however it has been acknowledged that the organisation is operationally stretched and there needs to be a reprioritisation of workload.</p> | | |
| 10. | <p>Forward Plan</p> <p>The forward plan was reviewed.</p> | | |
| | <p>Next Meeting</p> <p>Wednesday 12 July 2017</p> | | |



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