



**Present:**

Neil Hunter (NH) – Principal Reporter/ Chief Executive  
Ed Morrison (EM) – Head of Finance & Resources  
Alistair Hogg (AH) – Senior Operational Manager  
Tom Philliben (TP) – Senior Operational Manager  
Anne Gerry (AG) – Locality Reporter Manager  
Pamela Armstrong (PA) – Governance Officer

		<b>Timescale</b>	<b>Action</b>
<b>1.</b>	<b>Apologies</b> Susan Deery (SD) – Head of Human Resources Malcolm Schaffer (MS) – Head of Practice & Policy Lawrie McDonald (LMcD) – Head of IT Lisa Bennett (LB) – Head of Strategy & OD		
<b>2.</b>	<b>AOB</b> <b>Digital Update –</b> <ul style="list-style-type: none"><li>• At the meeting of the joint Boards (CHS/SCRA), the respective Boards approved the appointment of the preferred supplier as Leidos.</li><li>• The Respective Boards approved the Chief Executives to enter into contractual discussions with the preferred provider.</li><li>• Business Case approval from Scottish Government is still required.</li><li>• There are concerns around overall capacity to manage 4 separate programmes. The suggestion is to collapse into one single programme and Lawrie McDonald to be the senior responsible officer for overall delivery, reporting to and supported by NH.</li><li>• The single programme will continue to report to the Joint Committee and respective Audit &amp; Risk Committees.</li><li>• Implementation date no later than March 18, sooner if possible</li></ul>		

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3.	<p><b>Minute of Previous Meeting</b> Agreed as an accurate record.</p> <p><b>Matters Arising</b></p> <p><b>Pay</b> – SD attended a meeting with the sponsor team to discuss the result of the recent ballot. A further proposal was taken to the JNCC and will be taken back to the sponsor team. A further JNCC is planned late November. The Remuneration and Board Chairs have been updated.</p> <p><b>Information Governance, G Drive Clean up</b> – There is a concern that not much progress has been made. Issues around the volume of information held on the drive have been raised at LMT's. LRM's are asked to confirm if information has been cleared or not and report to MS before the next IG Leads meeting in January.</p> <p><b>Staff Event</b> – The Communications team are currently looking at suitable venues. Non-commercial venues available are not suitable for the type of event planned however the Radisson has offered a discounted rate and the venue appears suitable. Funding applications are being submitted. As it's the Year of the Young person we are keen to support both local and national activity.</p> <p><b>Meeting of the Joint Boards (CHS/SCRA)</b> – There was a lot of discussion around Digital Strategy. Approval for both the Business Case and Tender award were given by the respective Boards. The joint GDPR action plan was approved and the possibility of a joint influencing strategy was discussed. It was agreed that there have been positive changes to the CHS Board and the meeting went well.</p> <p><b>Recruitment Process</b> – A review of the process will be undertaken in March 18. Interim adjustments can be made where necessary. A large pool of candidates has been interviewed recently and it has been agreed that if a post becomes available then candidates previously interviewed don't need to be re-interviewed. We are trying to find ways of scaling down the process. There is an opportunity to look at process and practice elsewhere and considering a fair and transparent process avoiding multiple impacts on people.</p>		

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<b>4.</b>	<p><b>Elgin Lease Extension</b> EMT are asked to provide approval, in line with the Scottish Government's asset management policy to formally request authority to conclude a new 3 year lease with a break option at 18 months.</p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• SCRA have leased Phoenix House, Elgin since April 2003 on a 15 year lease that will expire on 9<sup>th</sup> April 2018</li> <li>• Elgin remains the preferred location for a Hearing Centre in Moray, and there remains sufficient demand in the locality to retain a full time hearing facility</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• Offline approval given by all EMT members.</li> </ul>		
<b>5.</b>	<p><b>Social Impact Pledge</b> NH introduced the Scottish Children's Reporters Administration Social Impact Pledge form, detailing our commitments.</p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• <b>1<sup>st</sup> Commitment</b> - Continue with the development of a Young Persons Board for Scotland's Children's Hearing System (Our Hearings Our Voice) with the employment of a Youth Development worker and the recruitment of young people across Scotland as Board Members (and potentially affiliate members) to Our Hearings Our Voice.</li> <li>• <b>2<sup>nd</sup> Commitment</b> – Work with local young people to co-design a further tranche of hearing suites in line with our Corporate Parenting commitments to making our hearing suites safe, friendly and comfortable – Young Person friendly!</li> <li>• <b>3<sup>rd</sup> Commitment</b> – Expand our work on employment of /offering work experience to young people who have been looked after and/or accommodated.</li> <li>• <b>4<sup>th</sup> Commitment (Potential)</b> - Actively promote the research that has been undertaken into Ethnic minority communities and their awareness of and engagement with services. This will be promoted through partners with action plans developed around engagement with these hard to reach communities and delivering</li> </ul>		

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	<p>awareness and education around the supports out there.</p> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• The revised offering including the proposed 4<sup>th</sup> commitment was approved.</li> <li>• The revised offering of the pledge is in line with our Corporate Parenting objectives.</li> <li>• It was agreed we are already demonstrating the 4<sup>th</sup> commitment through the work done by the research team with BAME communities.</li> </ul>		
<b>6.</b>	<p><b>Case Sampling</b></p> <p>NH spoke to the case sampling programme for 2018/19, proposed by the Practice and Quality Network.</p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• The Practice and Quality Network have proposed the following topics for case sampling for 2018/19: <ul style="list-style-type: none"> <li>○ Reporter investigation and decision making on offence referrals (standard referrals)</li> <li>○ Reporter investigation and decision making on joint referrals to the reporter</li> <li>○ Hearing observations/role of the reporter (as in 2013, which focused on pre/during and post hearing practice, and completion of stat forms)</li> <li>○ Drafting of grounds (use of multiple grounds)</li> </ul> </li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• EMT agreed to the following topics for case sampling 2018/19: <ul style="list-style-type: none"> <li>○ Reporter investigation and decision making on offence referrals (standard referrals)</li> <li>○ Hearing observations/role of the reporter (as in 2013, which focused on pre/during and post hearing practice, and completion of stat forms)</li> <li>○ Drafting of grounds (use of multiple grounds)</li> </ul> </li> <li>• An additional topic, Amendments to Grounds to be added to the 2018/19 programme.</li> <li>• Strathclyde University are currently conducting research on Joint Referrals and it was agreed it</li> </ul>		<b>LB</b>

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	<p>is not appropriate to include the exercise Reporter investigation and decision making on joint referrals to the reporter, at this time.</p> <ul style="list-style-type: none"> <li>• The 2018/19 Case Sampling programme to be taken to the February 2018 Audit and Risk committee for approval.</li> </ul>	<b>Feb 18</b>	<b>LB</b>
<b>7.</b>	<p><b>SCRA Research on Complexity</b> NH introduced the draft research report on Complexity in the lives of looked after children and their families in Scotland: 2003 to 2016.</p> <p><b>Issues arising during discussion:</b></p> <ul style="list-style-type: none"> <li>• The timing of publication needs to be considered. We need to demonstrate the research is making an impact.</li> <li>• There is concern for potential for some of the findings to cut across political discussion on Named Person. The aim of the report is to link to the generality of bureaucracy and process and is not specific to the 2014 Act and named Person.</li> <li>• While it was agreed the report was an accomplished piece of work with a sound methodology, it was suggested that the report may read better if it was distilled into readable chunks.</li> <li>• Peer review to be considered if the report is to be published. We need to ensure it is not criticised for approach, definitions etc.</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• Draft report to be shared with Scottish Government Sponsor Team with a clear message that supports the spending review.</li> </ul>		<b>MS</b>
<b>8.</b>	<p><b>Budget Monitoring 2017/18</b> EM provided an update on the report that will be taken to the December Board meeting.</p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• Due to current challenges we are currently forecasting a 1.5% overspend (approx. £300K)</li> </ul> <p><b>Issues arising during Discussion:</b></p> <ul style="list-style-type: none"> <li>• Sponsor team need to resolve conflict with finance group to our advantage.</li> <li>• We require clarity around in year resourcing and how it may be applied</li> </ul>		

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	<ul style="list-style-type: none"> <li>With regards to capital budget, EM had a meeting with the Property Team to review proposals at design stage and assess what can be completed by the end of this financial year. It is suggested that a report is taken to a future Board advising we can proceed with some but some will need to be put to the side.</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>Budget Monitoring to be added to the December agenda as a main focus item</li> <li>Discussion at next EMT to include; <ul style="list-style-type: none"> <li>non-essential expenditure,</li> <li>Things not yet committed to, to be reviewed</li> <li>Assessment for recovery</li> </ul> </li> </ul>	<p><b>Dec 17</b></p> <p><b>Dec 17</b></p>	<p><b>EM/PA</b></p> <p><b>EMT</b></p>
<b>9.</b>	<p><b>Facilities Management</b></p> <ul style="list-style-type: none"> <li><b>Discussions with FSE</b></li> </ul> <p>EM provided a verbal update on the situation with the current Facilities Management provider, Carillion.</p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>A meeting was held with Carillion last week. Carillion are looking to pull out of all Scottish contracts in November/December.</li> </ul> <p><b>Issues arising during discussion:</b></p> <ul style="list-style-type: none"> <li>The estimated additional cost of moving to a new provider (FSE) is approx. £40K.</li> <li>The longer term strategy is to consider splitting the Facilities Management contract into component parts.</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>Updates to be provided as new information becomes available.</li> <li></li> </ul>		<p><b>EM</b></p>
<b>10.</b>	<p><b>2018/19 Budget Process</b></p> <p>EM introduced the SCRA Budget Process 2018-2019.</p> <p><b>Issues arising during discussion:</b></p> <ul style="list-style-type: none"> <li>We have agreed to look at organisational arrangements. What can we offer by way of reshaping the organisation? We need to consider future needs and how to shape the workforce to meet these needs with no increase in resource.</li> </ul>		

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	<b>Agreed:</b> <ul style="list-style-type: none"> <li>• EMT are happy with the guidance provided and will add anything else they can think of.</li> </ul>		
<b>11.</b>	<b>December/January Holiday Cover</b> PA to send out a template for all EMT members to complete, identifying their leave over the Christmas and New Year Holiday period.	<b>30 Nov 17</b>	<b>All</b>
<b>12.</b>	<b>New Risks</b> No new risks were identified.		
<b>13.</b>	<b>Forward Plan</b> The forward plan was discussed.		
	<b>Next Meeting</b> Tuesday 12 December 2017 at Ochil		