SCOTTISH CHILDREN'S REPORTER ADMINISTRATION

Scottish Children's Reporter Administration
Minute of SCRA Operational Group
Held on Thursday 22 November 2017
At Ochil House, Stirling

Present:
Neil Hunter (Chair), Malcolm Schaffer, Alistair Hogg, Kirsty MacDiarmid, Gordon Brechin, Anne Gerry, Neil McKinlay, Kenneth Ritchie (VC), Craig Brown, Pamela Armstrong.

		Timescale	Action
1.	**Apologies** Iain Gault, Elaine Adams, Karen Erskine, Joe Hamilton, Rosie Campbell, John Cunningham, Ellen Young, Rosemary Burnett, Jill Richards, Jim McClafferty.		

2.	**AOB**
	NH took the group though a list of items covered at the operational group during the past 12 months and asked if the remit still felt relevant and if there were any gaps.
	• It was suggested that the following items are added to future agendas:
	  ○ Performance
	  ○ Legislative Landscape
	• The importance of making sure ideas, or papers taken to partnership meetings are not lost was discussed
	• There was discussion around the Risk Reference Group the alignment between it and PIN. Does the RRG possibly sit better with PIN as registers are liked to locality plans?
	• Workforce plan to be added to the March agenda
		Mar 18	**PA/SD**

3.	**Draft Minute of Meeting held on 31 August 2017** **Accuracy** – Agreed as accurate. **Matters Arising** Covered with agenda and action tracker. **Action Tracker** – Reviewed.		
4.	**Updates**		
a)	**Hearings Management Group** **Changes to the Report of Proceedings (ROP)** • Has been done in part but further work is required by the practice team and CHS. • CHS will be required to provide guidance to panel members on the changes to the form. GS		**GS**

		Timescale	Action
	to tie in with Ruth Spence, CHS. **Limiting attendance at hearings** • Panel Members need guidance from CHS on how to implement this during hearings. The work done to date is welcomed but we need to further consider the implications of when and how to implement. • How will education/health professionals react? • We need to consider communication with partners around who has a legal right to attend a hearing. There needs to be a clear distinction between named person and lead professional. • The social work report should properly reflect the range of views for the range of agencies. • There is work to be done both locally and nationally. • Implementation to be considered via CHIP. MS & NH to add to the December CHIP agenda	**Dec 17**	**MS/NH**
b)	**Panel Pocket** • IG provided an update advising that any further deployments would be optional and subject to successful testing of the printer capability and the existence of a suitable 'roll back' plan. • Two further locations have expressed an interest in using the functionality (Ayrshire Locality & Tayside & Fife) • Item to be kept on the agenda		**PA**
c)	**Absent relevant persons** • Template letter to Relevant Persons has been circulated to all localities. • If not wanting to receive papers then this needs to be put in writing. RP's will still need to be notified of hearings and still have a legal right to receive papers. • It was asked how can we resolve the unnecessary risk of papers being sent to absent parents. This is covered in 2011 Act training. MS& GS to consider including in Practice Direction. This will be taken through the practice route and brought back to a future operational group.		

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d)	**Youth Offending trends and partnership discussion** • It would be helpful to get information from Police regarding the number of children actually charged. Scottish Government has also requested similar information. MS will chase up the request at the next YJB in December. • Police should be able to advise the number of children directed through EEI diversion and other 3rd sector interventions – Every Police Office should be able to provide this information. MS to discuss at future meeting with Police Scotland and the crown Office. • Partnerships have seen a steep increase in the number of referrals. This is a localised phenomenon in some areas. • Youth Justice is a highly political area and appears to be reverting to a reactive approach. There is a move to a more generic rather than specific handling of YJ cases. There is a concern from the YJB that the specialism is becoming diluted.	**Dec 17** **Mar 18**	**MS** **MS**
e)	**Young People in custody paper** • The paper was reviewed by the Justice Board last week where it reinforced the position around adversity in childhood. • There has been a reduction in the number of young people in custody (50 in 2017 from 200 in 2013) and there has been discussion around what the baseline should be. This ties in with the current discussion on 16/17 year old in the system.		
5.	**SCRA Corporate Plan**		
	Better Hearings • NH & GB attended a Chief Social Work Officers meeting which was very positive, with one CSO stating Better Hearings was the best piece of work he's seen in recent years. • The LA by LA assessment reviewed at the last meeting was found to be helpful and will be used at further meetings throughout February 2018, • All managers to complete baseline assessment and submit to JH by year end.	**Dec 18**	**LRM's/JH**

		Timescale	Action
	Blueprint • A report in relation to sense checking of new standards in pilot sites will be taken to PIN & CHIP in December. • For new standards, base lining will need to be done. We also need to sense check standards not changing, that they still fit with current processes, for example decision making, timescales etc. • The Blueprint pilot looked at feasibility of reducing the 50 working day decision making timescale to 45 days. There is nothing in the pilot to suggest changing would be beneficial. The recommendation to CHIP will be to not change the target but to make a more concerted effort around the management of the existing 50 day target. • We need to reconceptualise what we think a GIRFEC report is. Is it source material used to draw additional information from? • There needs to be a refreshed agreement about time scales and the quality of information coming to hearings.		
	Digital Strategy • The tender exercise is complete and the preferred supplier is Leidos, a significant supplier of Microsoft products. • SCRA/CHS are about to enter into post tender negotiation which should conclude before Christmas with contracts exchanged and signed in the New Year. The discovery phase should commence mid to end January 18. • The programme team will be looking for staff to become involved and good user engagement around development and testing activities. We need the people using the system to drive the sprints and LSM's & LRM's are asked to support the release of staff. Coordination will be required around the demands of staff. • Practice team availability to support will be dependent on the training activity planned for the year. GS to tie in with IG and LMcN. • The tender for digital hearing rooms is currently being evaluated. • A technology refresh, replacing desktops will commence in Glasgow and Edinburgh in December with phase 2, the rest of the country		

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	next year. • All reporters will be moving to laptops and Glasgow will be trailing support staff also using laptops to support reporter staff in the hearing rooms, produce immediate results etc. • On-going consideration will be given to an agile approach of working. • Remote access to CMC will need to be further considered in terms of practice and policy.		
6.	**Operational Risk Register review** The operational risk register was reviewed by the group ahead of being presented to the Audit and Risk Committee. **Action:** LRM's to check and feedback the process for sending non-redacted copies of papers to carers and Local authorities has been properly implemented.	**Mar 18**	**All**
7.	**New Risks** The group discussed the issue around making the best use of time and resource needed for development and testing of the Digital Strategy. NH to check if this is captured within the Programme One risk register.	**Mar 18**	**NH**
8.	**Date of Next Meeting:** Thursday 01 March 2018		