



Present:

Neil Hunter – Principal Reporter/ Chief Executive
Lisa Bennett – Head of Strategy & OD
Susan Deery – Head of Human Resources
Ed Morrison – Head of Finance & Resources
Tom Philliben – Senior Operational Manager
Malcolm Schaffer – Head of Practice & Policy
Alistair Hogg – Senior Operational Manager
Pamela Armstrong – Governance Officer

		Timescale	Action
1.	Apologies Lawrie McDonald – Head of IT		
2.	AOB Digital <ul style="list-style-type: none">• Discovery phase commenced December 2017. The next team brief will include detail on the contract with CHS collaboration. A Joint communication will follow.• Digital consolation community – continuing to work with managers regarding releasing staff to support. Ian Gault & Lorna McNaughton asked to tie in with SOM's.• IG involvement to be checked at every stage of the programme.• Equalities Impact Assessments and Children's Rights Assessments to be considered as early as possible.		SOM's
3.	Minute of Previous Meeting The minute was agreed as an accurate record. Matters Arising Perth - First Floor Upgrading <ul style="list-style-type: none">• In order to begin the process of refurbishing the first floor of Belhaven House, Perth approval is now requested from EMT to proceed with Option 2, upgrading of essential building services. Subject to the tendering process the objective		

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	<p>remains to complete the work within the current allocated budget of £100K.</p> <ul style="list-style-type: none"> • To continue design work on the proposals for the 1st floor and bring a further business case back to EMT for consideration as a part of the 2018/19 capital programme. • Approved Offline <p>Fountainhall Road, Edinburgh</p> <ul style="list-style-type: none"> • Approval is now requested from EMT to proceed with the scheme shown at appendix 2 that will create a larger and accessible 3rd hearing room. The revised budget estimate for the project is £48,000. • Approved Offline 		
4.	<p>2018/19 Budget – Draft Board Report Ed Morrison introduced the report which will be presented at the January Board.</p> <ul style="list-style-type: none"> • Communication received from Scottish Government confirming figure of 2.1% increase in funding for SCRA. • SCRA have responded to Scottish Government advising that we are in a financial position we never been in before. • Scottish Government is still working to resolve however have advised SCRA to assume flat cash for planning purposes. • There is potential scope for investment in the Hearing System through the Independent Care Review. • Main Budget pressures include; <ul style="list-style-type: none"> ○ Pay ○ Pension ○ Savings Target ○ Property • We need to protect core decision making and statutory roles of Reporters. <p>Agreed:</p> <ul style="list-style-type: none"> • A review paper will be taken to the January Board, providing options. 	Jan 18	EM



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5.	<p>2017/18 Forecast Ed Morrison introduced the 2017/18 forecast and tabled the latest financial status from e-financials.</p> <ul style="list-style-type: none"> • Actions from EMT give potential to deliver a balanced budget. • The Board need to be fully behind any reprioritisation. 		
6.	<p>Financial Regulations Ed Morrison introduced the Financial Regulations paper covering;</p> <ul style="list-style-type: none"> • Responsibilities • Planning and Authorisation • Monitoring and Control • Assets • Income and Expenditure • Special Provisions • Accounting and Audit <p>Agreed:</p> <ul style="list-style-type: none"> • Section 2.1.4 will be updated to read, The Principal Reporter/Chief Executive has nominated the Head of Finance & Resources as the Depute Accountable Officer. • The report will be taken to Audit & Risk Committee for approval and discussed at the Committee if Board approval is required. 		EM
7.	<p>Hearings Improvement Project Business Case Ed Morrison spoke to the Business case recommending that SCRA;</p> <ul style="list-style-type: none"> • Develop a professional portfolio of child-and-young-people friendly Hearing room options, led by Hearings experienced children and young people, and supported by an interior design company • Rely on professional published research which indicates that children and young people benefit from participative style Hearing rooms, including the successful pilot carried out in Glasgow in 2015 • Appoint an external contractor (interior design company) with expertise in this area to work with SCRA via the Scottish Government Production & Post Production framework, ensuring optimum value for money is achieved 		



		Timescale	Action
	<ul style="list-style-type: none"> • Approve capital funding for this project <p>Agreed:</p> <ul style="list-style-type: none"> • That SCRA develop a new portfolio of Hearing rooms, designed by Hearings-experienced children and young people, supported by an interior design company, to improve children and young people's experiences of Children's Hearings • To approve funding for this project • Appoint an external contractor with expertise in this area to work with SCRA via the Scottish Government procurement framework 		
8.	<p>Glenrothes Upgrading EMT are asked to provide approval to proceed with the delivery of this project in order to deliver the proposed works within the financial year.</p> <ul style="list-style-type: none"> • The development of the brief and the work by the building surveyors is pointing to a tight budget to achieve everything but the works are scalable and elements can be removed to keep it on budget (subject to the tenders received). <p>Agreed:</p> <ul style="list-style-type: none"> • To provide approval to proceed with the delivery of this project in order to deliver the proposed works within the financial year. 		
9.	<p>2018/19 Pay Susan Deery provided a verbal update.</p> <ul style="list-style-type: none"> • Currently working through Pay Remit Development Options; <ul style="list-style-type: none"> ○ Make no offer to staff for any pay uplift ○ Apply the Pay Policy Guidance ○ Consider progression and a flat rate payment uplift ○ Increase the Maximum point of each grade • Non- consolidation payments may need to be considered. • A paper will be taken to the January Remuneration and Succession Planning Committee. 		SD



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10.	<p>Business plan Update for Board</p> <p>Lisa Bennett introduced the Business Plan 2018/19 paper which will be taken to the January Board.</p> <ul style="list-style-type: none"> • The plan can be seen as a continuation of work. i.e. year one is laying the ground work. • The Challenge and Review process will determine what items within in the plan really need a hard look. • The PIN & PQN are feeding into the plans. 	Feb 18	EMT
11.	<p>Managers Event Agenda</p> <p>Lisa Bennett provided an update.</p> <ul style="list-style-type: none"> • Meetings to discuss the event are on-going. 		
12.	<p>New Risks</p> <p>2018/19 Pay – The Budget risk is an unprecedented risk for 2018/19</p>		
13.	<p>Forward Plan</p> <p>The forward pan was reviewed.</p>		
	<p>Next Meeting – Thursday 15 February 2018 in Hearing room 2 at Ochil House.</p>		

