



Present:

Neil Hunter (Chair), Jill Richards, Tom Philliben, Paul Harkness, Diane Harvey,
Ross MacKenzie, Jim McClafferty, Lynne Hobbs, Fergus Dougall, Pamela Armstrong

		Timescale	Action
1.	<p>AOB Partnership Agreement</p> <ul style="list-style-type: none"> This was last reviewed in 2015. The agreement will be reviewed again August 18. Pamela to arrange an extended Forum. <p>Changes to Branch Membership</p> <ul style="list-style-type: none"> Neil thanked both Jill as Chair of the Branch and Diane as Branch Secretary for their contribution on behalf of SCRA. Both have contributed significantly to collaboration and partnership working, ensuring UNISON and SCRA work well together for the benefit of members and the organisation in general. New Branch Members will be announced in due course. 	Aug 18	PA
2.	<p>Apologies Alistair Hogg, Adele McCormick, Susan Deery</p>		
3.	<p>Minute of last meeting – 28 November 2017 Agreed as accurate.</p>		
4.	<p>Matters Arising Year of the Young Person 2018 – Staff Event Proposal</p> <ul style="list-style-type: none"> The event has been confirmed for 12 September 2018. The Children and Young People's Commissioner has been invited to speak at the event. Planning for the programme is underway and partnership input is welcome. Neil to issue draft agenda in advance of May meeting <p>Digital</p> <ul style="list-style-type: none"> In December CHS and SCRA signed an initial three year agreement with Leidos as our new core contractor to help deliver the Hearings System 'core systems and applications'. The Discovery phase is now complete and we are entering into the Alpha phase, this will continue into the new financial year and will cover basic prototypes of core systems. 		NH

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	<ul style="list-style-type: none"> • After taking a pause to ensure needs are met we will move into the Beta phase which is the testing phase. • Gateway reviews/programme health check with Scottish Government will take place in April. The result of these reviews can be a stop/go issue. 		
5.	<p>CHIP Update</p> <p>Better Hearings</p> <ul style="list-style-type: none"> • There is work to be done across all partners and there needs to be a commitment to improvement through learning. • All partners need to take a collective leadership role. • The baseline assessment is a helpful starting point for identifying main areas of focus. • A report will be taken to CHIP in March and further meetings with CSWO's throughout March and April. • SCRA is working with CHS to ensure Area Convenors remain engaged. <p>Blueprint for Children's Hearings</p> <ul style="list-style-type: none"> • The refreshed/revised blueprint has been piloted at 3 sites. • While there is no proposal to change the 50 day target there is scope for shifting timelines only on the basis it leads to a sustainable increase in quality The GIRFEC subgroup is due to meet and will present a revision of the draft standards. Court draft standards are also expected. • Pulling Court standards into the Blueprint. Will fill something that is currently a GAP. • The next step is sign off of the revised standards to take to CHIP in March. 		
6.	<p>Operational Group – Update from 22 February 2018 meeting</p> <p>Neil gave a verbal update from the last meeting.</p> <ul style="list-style-type: none"> • Panel Pocket <ul style="list-style-type: none"> ○ We are out to tender for a replacement for replacement of the oldest MFD's. We are looking to reduce the number of machines across the organisation while improving quality. ○ Panel Pocket will be revisited once the new machines have been rolled out. • Youth Offending Trends <ul style="list-style-type: none"> ○ SCRA continues to ensure good arrangements are in place with Police. ○ The Whole Systems Approach is based on good sharing of information. SCRA continues to support arrangements in national guidance around whole systems approach. 		

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	<ul style="list-style-type: none"> ● Absent relevant persons <ul style="list-style-type: none"> ○ Updates to Practice Direction will be put on Connect. ○ New letters to RP's will be developed. ○ RP's will maintain the legal right to change their mind regarding the receiving of papers. 		
STANDING ITEMS			
7.	<p>Health, Wellbeing Neil gave a verbal update from the last meeting.</p> <ul style="list-style-type: none"> ● Flu Prevention – Approximately 25% of SCRA staff took up the offer of the flu jab. In January 2018, 60 members of staff were absent as a result of flu-like illness. ● Staff stress training – The recent SAMH training was well received. The current programme will be adjusted to a more targeted approach on resilience and wellbeing tools, with SAMH. ● Learning and Development for Managers –Outcomes will be aligned with the output off the staff survey. ● Healthy Working Lives – Glasgow are setting up their own Health and Wellbeing Group and are looking for volunteers. 		
8.	<p>Equalities Network Update Neil spoke to the minute from the last Equalities Network including the following updates:</p> <ul style="list-style-type: none"> ● Discussion with Frankie McLean – Shadow Board Member SCRA on hearing impairment/deafness <ul style="list-style-type: none"> ○ Frankie detailed his own experience as a profoundly deaf child and adult ● Equalities Strategy and Revised action plan <ul style="list-style-type: none"> ○ Recording of protected characteristics remains a priority. ● Equality Sub Groups <ul style="list-style-type: none"> ○ These are now being established with enthusiasm and energy. ○ It is anticipated that many of the work streams will help drive policy development in SCRA. ● Press and Communication Briefing sheets <ul style="list-style-type: none"> ○ CONNECT – Will be kept up to date based on information flow from a range of networks/work streams ○ Easy Access letters - letters have been developed with People First. These will be tested in an operational environment to ensure manageability. Easy access letters require to accompany standard letters to ensure legal compliance. 		

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	<ul style="list-style-type: none"> The Forum agreed that a twice yearly Equalities newsletter/briefing would be helpful for staff. Neil Hunter to discuss with Karen Wallace. 		NH
9.	<p>HR Sub Group Update Diane gave a verbal update from the last meeting.</p> <ul style="list-style-type: none"> The HR subgroup have agreed to review the following policies this year: <ul style="list-style-type: none"> Recruitment/Selection Policy Dignity at Work Policy The total rewards statement which is issued every 2 years to each staff member is due to be issued again. A staff group will be set up to review the Assistant Reporter role with a view to being more aligned to the current job description. “UNISON asked if SCRA’s Policies are robust enough to deal with any potential sexual harassment allegations given the current high profile public debate/awareness. Policies will be reviewed to see if anything requires amended/strengthened and will be discussed at the next HR sub group meeting. 		
10.	<p>Financial Update Ross provided a verbal update.</p> <ul style="list-style-type: none"> 2017/18 budget holders successfully managed to bring down the forecast over spend with little prospect of carry over into the new financial year. It has been a painful process, vacancy management for example, however it has eased pressures going forward. SCRA have been involved in intensive discussion with Scottish Government regarding the inadequacy of the budget. As a result, Scottish Government has been able to meet 95% of the budget gap, leaving a more manageable gap of £200k. SCRA are now in a position to be able to present a balanced budget to the Board in March. We continue to look at what we do and where we can drive further efficiencies. SCRA will keep moving forward in terms of looking for opportunities to improve and embed resilience. 		
11.	<p>New Risks None identified</p>		
	<p>Date of Next Meeting: Tuesday 29 May 2018 ay Ochil House, Stirling</p>		