



Present:

Neil Hunter (Chair), Alistair Hogg, Kirsty MacDiarmid, Gordon Brechin, Gill Short, Alan Mulrooney, Joe Hamilton, Nicola Harkness, Jim McClafferty, Anne Gerry, Caroline McGinn (VC), Pamela Armstrong.

		Timescale	Action
1.	Apologies Malcolm Schaffer, Jill Richards, Neil McKinley, Tom Philliben, Kenneth Ritchie.		
2.	AOB None		
3.	Draft Minute of Meeting held on 22 November 2018 Accuracy – Agreed as accurate. Matters Arising Standby Arrangements – Cover arrangements are a larger issue than cost. Results from the localities survey will be circulated to the group for discussion at the next meeting. Operational group guidance – This relates to Operational Guidance in totality. Pamela and Neil to discuss with Maryanne. Action Tracker – Reviewed.	 Jun 18 Jun 18	 AH NH/PA
4.	Updates		
a)	Hearings Management Group Changes to the Report of Proceedings (ROP) <ul style="list-style-type: none"> There are a number of amendments under consideration. The Operational Group will be updated via the Hearings Management Group. Limiting attendance at hearings <ul style="list-style-type: none"> This has been discussed at Partnership meetings. SCRA and CHS need to agree a completion date. Neil and Malcolm to meet with Boyd McAdam. The current focus is on raising awareness and preparation. The Operational Group may be asked for advice offline. 		

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b)	<p>Panel Pocket</p> <ul style="list-style-type: none"> We are out to tender for a replacement for the oldest/poorest 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. LSM's should be aware of the rollout plans. 		
c)	<p>Absent relevant persons Gill Short introduced a paper on the Provision of Notifications and Hearing Papers to Relevant Persons.</p> <p>Issues arising during discussion:</p> <ul style="list-style-type: none"> New letters will be developed. We can only act on written requests not to receive papers. Any exceptions will be discussed with the Local Authority. We need to be more proactive in organising PHP's Updates to Practice Direction will be put on Connect. <p>Agreed:</p> <ul style="list-style-type: none"> To approve the proposals considered by the Practice Network and the Practice & Quality Network. 		
d)	<p>Youth Offending Trends</p> <ul style="list-style-type: none"> The group are reminded to look at police referrals and take into local partnership discussions. The Whole Systems Approach is based on good sharing of information. SCRA continues to support arrangements in national guidance around whole systems approach. We have a commitment to strengthening partnerships around Youth Justice. The data team are working on creating a list of open referrals. Pamela/Neil to talk to Donald around data on global police & charge activity. 		PANH
e)	<p>Young People in Custody</p> <ul style="list-style-type: none"> LRM's are encouraged to discuss at partnership level. 		

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5.	SCRA Corporate Plan		
	<p>Better Hearings Joe Hamilton took the group through a Better Hearings update and thanked the group for the work done to date.</p> <ul style="list-style-type: none"> • Joe will send a reminder highlighting work done, work still to be done and asking for any help needed. The revisited timeline is the end of March 18. • There is a commitment to start the action plan from April 18 with a review in 6 months. • The main focus items are; <ul style="list-style-type: none"> ○ Quality of written reasons ○ Quality of Hearings management ○ Effective participation by children and young people. • There is work to be done across all partners and there needs to be a tripartite training arrangement. • All partners need to take a collective leadership role. Glasgow have implemented a rotational chair arrangement between SCRS/CHS/LA • Any on-going issues with Area Convenors/Lead Panel Reps need to be raised internally and fed back to CHS. • The summary of the 32 LA's has been useful and has been helpful in exposing gaps. • It is important to identify the quick wins. • The baseline assessment will be a multi-agency assessment. • Kirsty advised she will be meeting with the Care Inspectorate. There is an opportunity to include Better Hearings in the discussion and increase visibility. • A report will be taken to CHIP in March and further meeting with CSWO's throughout March and April. • There will be internal communications on progress and a communication for CHIP to partners reinforcing significance. 		

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	<p>Blueprint Kirsty MacDiarmid provided the group with an update.</p> <ul style="list-style-type: none"> • There has been significant slippage in timescales and project plan however there is a new project lead from Scottish Government and the project is gathering momentum. • The GIRFEC subgroup will meet next week and will present a revision of the draft standards. Court draft standards will hopefully be received early next week. • Pulling Court standards in brings Court into the Blueprint. This is currently a GAP. There has been difficult getting some partners involved. • There is recognition that some standards can't be measured without changes to processes. • There is no proposal to change the 50 day target. • There is a push to have a standard referral template for non-police referring agencies. This will be taken to CSWO's in May. • There are GDPR implications regarding the receipt of information. • Notification of hearing outcomes will change to 2 calendar days. • The next step is sign off of the revised standards to take to CHIP in March. Outlook for this is next week. • A further update will be given to the PIN. The operational group is asked to keep a watch and brief. 		
	<p>Digital Strategy Neil Hunter provided the group with an update.</p> <ul style="list-style-type: none"> • The main focus is the next stage of the technology refresh into SCRA, replacing all hardware across the organisation. Susan Deery is leading this with Debra Bell. The outlook to complete is end of 2018. • All reporters and managers will move to HP laptops and for support staff we will look at a hybrid model. • Wireless rollout will be this financial year with Glasgow and Edinburgh followed by other offices. • The 3 pilot sites for digital connectivity in 		

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	<p>hearing rooms are Glasgow, Edinburgh and Livingston. We need to ensure the model is sustainable for rollout early 2019.</p> <ul style="list-style-type: none"> • We need to consider all practice implications and compliance along with any changes to technical architecture. • Where hardware has been replaced like for like, retrospective redistribution will be done. 		
6.	<p>Operational Performance Report Donald Lamb took the group through the Third Quarter Organisational Performance Report 2017/18: (1 October to 31 December 2017) providing detail in the following areas;</p> <ul style="list-style-type: none"> • Service to Children and Young People • Workload • Resources • Corporate Governance <p>Agreed.</p> <ul style="list-style-type: none"> • The OPR to be added as a standing agenda item 		PA
7.	<p>Operational Risk Register.</p> <ul style="list-style-type: none"> • Neil asked the group to review the register and come back with any comments. • The operational group will be asked to review the operational risk register offline, prior to the May Audit and Risk Committee. 	April 18	All All
8.	<p>New Risks No new risks identified.</p>		
	<p>Date of Next Meeting: Thursday 07 June 2018 at Ochil House, Stirling</p>		