



SCOTTISH

CHILDREN'S REPORTER

ADMINISTRATION

**Scottish Children's Reporter Administration  
Minute of Executive Management Team Meeting  
held on Wednesday, 5 September 2018  
at Ochil House, Stirling**

**Present**

Malcolm Schaffer – Head of Practice and Policy (Chair)  
Tom Philliben – Senior Operational Manager  
Susan Deery – Head of HR  
Ed Morrison – Head of Finance and Resources  
Lisa Bennett – Head of Strategy and Organisational Development  
Lawrie McDonald – Digital Programme Director (item 10)

**Apologies**

Alistair Hogg - Senior Operational Manager  
Neil Hunter - Principal Reporter/Chief Executive  
Pamela Armstrong - Governance Officer

		Timescale	Action
1.	<b>Minutes of last meeting</b>  Not currently available. To follow and be approved at October meeting.	1/10/18	PA
2.	<b>AOB</b>		
2.1	<b>Property Report</b>  Approval for Bellshill lease noted		
3.	<b>Matters Arising</b>		
3.1	<b>Pay Policy and JNCC update</b>  SD provided update to JNCC discussions and sought EMT approval to proceed with discussions with SG on revised proposal.  <b>Noted:</b> Impact of revised proposal on staffing budget for next year.  <b>Agreed:</b> EMT granted approval for discussions to proceed.		
3.2	<b>Staff Event</b>  LB provided an update on preparations for the staff event and EMT members provided suggestions on how best to collate questions for the afternoon session.		
3.3	<b>Case management recording seminar</b>  MS is leading on this activity and detailed the rationale behind		

	<p>the need for the recording seminar. EMT members suggested the use of existing management development sessions as a possible delivery route.</p> <p><b>Noted:</b> Kirsty MacDiarmid should be involved with this activity as quality manager. LB offered her additional support and SD suggested that there are other OD topics that could be covered during the seminar if space was available.</p>	<b>MS/LB</b>	<b>13/09/18</b>
<b>4.</b>	<b>HR Sub Group</b>		
<b>4.1</b>	<p><b>Job Evaluation Scheme Health check outcome</b></p> <p>SD provided an update of the health check outcome.</p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• Assurance given that 'Hayes system' working for us.</li> <li>• No grade drift.</li> <li>• Recommended actions around job description development and 'Hayes system' training. Feedback received regarding grading structure will be considered and developed accordingly.</li> <li>• EMT acknowledged that they also received assurance by health check outcome and recommendations.</li> <li>• HR sub have been informed of outcome.</li> </ul>		
<b>5.</b>	<p><b>Staff survey 2018</b></p> <p>EMT had been asked to provide a position on the use of the open text field box in the survey due to GDPR considerations highlighted by Gillian Henderson.</p> <p><b>Agreed:</b> Recommended that open text fields remain but acknowledged that a caveat may need to be added to the survey.</p> <p><b>Action:</b> Maryanne to be informed and caveat agreed with GH</p>	<b>LB</b>	<b>ASAP</b>
<b>6.</b>	<p><b>Partnership update</b></p> <p>LB spoke to the Effective Collaboration Project Plan. This will be managed by the Q&amp;P team linking with PIN.</p> <p><b>Noted:</b> MS also developing a mechanism for information exchange which will contribute to the work under Action 12. LB creating a schematic for the National Partnership</p>		

	arrangements.		
<b>7.</b>	<p><b>Court Network update</b></p> <p>MS provided an update of the meeting on 23 August 2018.</p> <p><b>Noted:</b> Data provided interesting analysis across the country and to consider how we use learning going forward.</p>		
<b>8.</b>	<p><b>Information Governance</b></p> <p>Members provided positive reflections of recent Audit and Risk Committee.</p> <p>Note of IG Leads 22 August 2018 noted</p> <p>ICO Investigation – MS confirmed ICO decision pending</p> <p>Recording of breaches – MS informed members that a proposal for streamlining the processing of ‘returned mail’ will be put forward shortly. This will help prioritise and visibility of high risk cases.</p> <p>MS also meeting with CHS next week to discuss any lessons learned from a recent dual reported breach.</p> <p><b>Noted:</b> EMT supported the proposal for returned mail.</p>		
<b>9.</b>	<p><b>Policy &amp; Law Report</b></p> <p><b>9.1</b> MS provided update on relevant person judgement.</p> <p><b>Noted:</b> Relevant Person Guidance going out to reporters this week.</p> <p><b>Agreed:</b> Pending court judgement the request for input to a stand up to siblings blog should be delayed until the court judgement received.</p> <p><b>9.2</b> <b>Age of criminal responsibility consultation</b></p> <p>MS attending SG tomorrow to give evidence.</p> <p><b>9.3</b> <b>Children and Young People Survey</b></p> <p>MS informed EMT that due to resourcing within the Research team that the Children and Young People survey may need delayed. This would also provided an opportunity to review the approach taken in the survey.</p> <p><b>Agreed:</b> EMT agreed that there was a need to review the</p>		

<p><b>9.4</b></p>	<p>survey and that a delay to the distribution was acceptable.  <b>Care Review.</b></p> <p>NH has received a request from the Care review to participate with one of the work streams and this was welcomed by EMT.</p>		
<p><b>10.</b></p> <p><b>10.1</b></p> <p><b>10.2</b></p>	<p><b>Digital Delivery Board</b></p> <p>LMcD provided an update on the revised Digital Delivery Plan and handed out high level budget spend for 3 yrs, detailing budget aligned to the programme aims.  This had been approved by the DDB and NH will be sharing with both organisational boards. 2017/18 objectives not completed have been carried forward and rescheduled over the 3 yrs. The financial and resource constraints are impacting on delivery of objectives.</p> <p><b>Noted:</b></p> <p>2 research projects this year – EMT acknowledged that business ownership is required for these areas and then the development of the linked business case objectives.  Organisational resource may need to be drafted to support these objectives.</p> <p>Aim 4 - Programme is facilitating the work under this aim, however there is a need for the EMT and SMT to consider how/if they drive forward these objectives and incorporate within their corporate planning. New objectives in 19/20 for development of 3 strategies with these moving into business case development in yr 20/21.</p> <p><b>Noted:</b> DDB will keep a light touch oversight on these objectives only, need for individual business to manage these.</p> <p><b>Action</b> –consider objectives for strategy planning.</p> <p><b>CHS/SCRA Digital Portal Paper</b></p> <p>EMT provided feedback that the paper provided a clear summary of a proposed approach moving forward. All were content with the general approach at this time. However, EMT felt that whilst they could comment on the approach they were not in a position to provide ‘approval’ of anything without first understanding if it had been explored by the digital delivery team and was meeting the needs that they identified from the programme – acknowledging that their knowledge or consideration of what could or should be achieved was limited in this area without further expert direction.</p>	<p><b>LB</b></p>	<p><b>Nov 18</b></p>

	<b>Noted:</b> Content with approach and to provide EMT steer but approval not provided as EMT did not feel it was appropriate for them to provide this.		
11.	<b>Equalities</b> Note of meeting 20 August 2018 – Noted.		
12.	<b>New Risks</b> – No new risks.		
	<b>Next Meeting</b> – Wednesday 10 October 2018.		