



SCOTTISH

CHILDREN'S REPORTER
ADMINISTRATION

**Scottish Children's Reporter Administration
Executive Management Team
Minute of Meeting held on 07 June 2018**

Present:

Neil Hunter (**NH**) – Principal Reporter/Chief Executive
Susan Deery (**SD**) – Head of HR
Lisa Bennett (**LB**) - Head of Strategy and OD
Alistair Hogg (**AH**) – Senior Operational Manager
Ed Morrison (**EM**) – Head of Finance and Resources

In attendance:

Michelle Miller (**MM**) – SCRA Board Chair
Gillian Henderson (**GH**) – Information & Research Manager (Item 2)
Pamela Armstrong (**PA**) – Governance Officer – Minutes

		Timescale	Action
1.	Apologies: Tom Philliben (TP) – Senior Operational Manager Malcolm Schafer (MS) – Head of Practice and Policy		
2	AOB GDPR Update Gillian Henderson provided an update on GDPR activity post implementation. <ul style="list-style-type: none"> • SCRA has reached an assessment that the Law Enforcement directive does not apply however will keep live to changes and guidance. This assessment is based on the hearing systems primary purpose which is not about law enforcement but the welfare of children. • New privacy notices have been created and are on the web site. We believe that SCRA is the only organisation that has actively consulted young people. Posters are also in development. • 2 additional posts have been created within the Information team to assist with the increased workload as a result of GDPR. • There has been a significant increase in the number of non-disclosure and case information breaches reported as a result of the new breach reporting guidelines. The majority of these are due to incorrect 		

	<p>information being passed on from partner agencies.</p> <ul style="list-style-type: none"> • All reported breaches will be reviewed with SOM's • There has been a slight increase in the numbers of SAR's. • GDPR update to be added to EMT meeting agenda. • Board Chair to meet with the Research Team. 		<p>PA</p> <p>PA/GH</p>
3.	<p>Minute of previous meeting 09 May 2018 Accuracy The minute was agreed as accurate</p>		
4.	<p>Matters Arising</p> <p>Unacceptable Actions Policy – This has been approved at the recent Partnership Forum subject to the addition of support arrangements to be put in place for staff, subject to unacceptable actions.</p>		AH
5.	<p>Hearings Improvement Project Ed Morrison introduced the Hearing Room Improvements Review Report, asking EMT to support the following recommendations:</p> <ul style="list-style-type: none"> • Utilise the 2018/19 budget of £50k to deliver a reduced number of locations (2-3 Hearing suites) in order to include each wider Hearing Suite's individual requirements and to ensure wider delivery of quality. • Approach Space Solutions (Interior Designers) to enquire about taking this project forward for another year in the capacity of Lead Consultant and Contract Administrator. • Include hearing rooms in Central, LDG and South East in the 2018/19 Programme based on the identification of Localities where there has been least investments to date. <p>Noted:</p> <ul style="list-style-type: none"> • Following the successful Hearing Room Pilot Project in Glasgow in 2015 and 		

	<p>subsequent Fit for Us projects, last year, EMT approved a Business Case which sought to take the Hearing Room Improvements Project forward.</p> <p>Issues arising during discussion:</p> <ul style="list-style-type: none"> • There is on-going concern from CHS around the consultation and Panel Members limited involvement. We need to achieve a joint clearer approach on this – although the sense is that this is slowly improving. <p>Agreed:</p> <ul style="list-style-type: none"> • To utilise the 2018/19 budget of £50k to deliver a reduced number of locations (2-3 Hearing suites) in order to include each wider Hearing Suite’s individual requirements. • To approach Space Solutions (Interior Designers) to enquire about taking this project forward for another year in the capacity of Lead Consultant and Contract Administrator. • To include hearing rooms in Central, LDG and South East in the 2018/19 Programme based on the identification of Localities where there has been least investments to date 		
6.	<p>LRM/LSM Forum Feedback LB provided a verbal update from the recent LRM and LSM forums.</p> <p>Issues arising during discussion:</p> <ul style="list-style-type: none"> • Feedback from the recent LSM forum was positive with participants saying they enjoyed and got a lot from the event. • LRM’s have fed back that they would like a structured event with separate training events. They have responded positively to the format and have helped in populating the agenda and bringing forward themes. 		
7.	<p>Digital Health check – Feedback</p>		

	<p>LB provided a verbal update from the Digital Health check conducted last week.</p> <p>Issues arising during discussion:</p> <ul style="list-style-type: none"> • The health check comes under the technical assurance framework and provided an understanding of where we are in terms of STOP/GO gates. • The health check looks across 14 topics. Interviews were given and documentation provided upfront. • The health check as a generally positive experience and provided an amber/green result, with some specific recommendations which indicated we are well positioned. • The emphasis of the recommendations are in relation to commencing phase 2 of the investment proposals beyond 2020. • The formal report will be sent to SCRA/CHS Chairs when available. • A further health check will be conducted during the Beta phase, prior to testing and go live. 		
8.	<p>Official Statistics – Preparations & Patterns</p> <p>LB advised the official statistics will be published 29 July 2018 and spoke to the Offence referral analysis 2017/18 report. The report is embargoed and cannot currently be shared more widely.</p> <p>Noted:</p> <ul style="list-style-type: none"> • Early analysis for the year-end report has shown a divergence between children referred for allegedly offending and the number of offence referrals received for these children. The former has increased by 2% while the latter has increased by 19%. <p>Issues arising during discussion:</p> <ul style="list-style-type: none"> • A meeting will be scheduled with SG to provide them with an early indication of the figures. SG are pleased this has been flagged up • It would be helpful to get a narrative at local level. • We need to try and understand what the numbers tell us. Are we equipped enough to be able to handle referrals? 		

9.	<p>Pay 2018/19 – Update</p> <ul style="list-style-type: none"> • An initial offer has been made to UNISON who have been asked to consider the offer, in line with the SG offer to their staff. • The offer has been reworked in line with Pay Policy and UNISON have indicated they will not be recommending the offer. • Further work to be done to meet UNISONs expectations with a possibility that this may require SG Remuneration Group consideration. 		
10.	<p>a) Property Ayr Lease</p> <p>EM introduced the paper relating to the property on Carrick Street, Ayr.</p> <p>Noted:</p> <ul style="list-style-type: none"> • SCRA currently occupy the ground floor of 35 Carrick Street, Ayr under a lease that is due to expire on 28 February 2019. • This property is the only permanent owned hearing centre in the South Ayrshire local authority area. <p>Agreed:</p> <ul style="list-style-type: none"> • There remains an on-going need for a hearing centre in Ayr to serve the South Ayrshire authority area. • The existing property remains satisfactory in terms of SCRA’s location policy. • The terms offered provide continued occupation at a reduced running cost and avoids the cost of fitting out alternative premises. • Subject to Scottish government approval, that SCRA is willing to enter into a new lease for part of the Ground Floor for use as a hearings centre. 		
b)	<p>Aberdeen lease extension</p> <p>EM introduced the paper requesting that EMT:</p>		

	<ul style="list-style-type: none"> Note the current position and confirm that Aberdeen remains a key location for SCRA. Approve the engagement of a locally based firm of surveyors <p>Agreed:</p> <ul style="list-style-type: none"> Aberdeen remains a key location for SCRA. To approve the engagement of a locally based firm of surveyors. 		
11.	<p>Policy & Law Report NH provided an update on behalf of MS.</p> <p>Independent Care Review – The 12 intentions for the next phase of work have been published. These will be split into 6 work streams. NH to schedule a meeting with Fiona Duncan, Chair of the Independent Care Review of to discuss further as to how SCRA can support the review.</p> <p>16/17 Year Olds – The Centre for Youth and Criminal Justice (CYCJ) short life working group will be taking a report to CHIP next week.</p> <p>Sentencing Council – The consultation on the sentencing of young people is now closed. The Head of Practice and Policy and the Policy and Public Affairs Manager have submitted input.</p> <p>Family Law Consultation - What is the interface between family law and the hearing system? Local engagement with a Sheriff seems to be a gap. A number of Hearing System proposed amendments to the 2011 Act are contained (use of digital technologies/PR right of appeal on deemed RP's etc.) AH to tie in with the Policy and Public Affairs Manager.</p> <p>Minimum Age – The Bill will enter the Committee cycle (Equalities and Rights Committee). Input was provided by the head of Practice and Policy and Neill Mitchell, Practice Reporter.</p> <p>Education & Skills Committee – A submission has been requested relating to the question are we taking too many children into care? NH And</p>		<p>NH</p> <p>AH</p> <p>NH</p>

	the Policy and Public Affairs Manager will provide a response.		
12.	Forward Look		
a)	Risk Reference Group, 14 June The agenda for the next RRG was reviewed.		
b)	Ministerial meeting with Board – 20 June Issues arising during discussion: <ul style="list-style-type: none"> • The briefing provided a positive view of SCRA and asks what do ministers want the organisation to do and to what standards. • We need to be clear about how the organisation meets Scottish Government ambitions and what resources are required to do that. Agreed: <ul style="list-style-type: none"> • Draft briefing to be sent to Board Chair 	Immediate	NH
c)	Board Meeting Agenda – 20 June <ul style="list-style-type: none"> • OPR • Financial Strategy • 2017/18 Outturn • Efficiency Plan • Property Strategy • Annual Procurement Report Agreed: <ul style="list-style-type: none"> • EMT are asked to review reports ahead of the Board meeting and feedback any comments to report authors ASAP 	Immediate	EMT
d)	SG/SCRA Accountability Meeting – 28 June <ul style="list-style-type: none"> • Any items to be included in the agenda to be sent to PA. 	By 22 June	EMT
13.	Equalities <ul style="list-style-type: none"> • The recent Equalities Development session was received positively by all participants. • It was encouraging to hear from all work streams the number of activates they are involved in. • There is an on-going issue around workforce data collection, with the focus on collection rather than how the data is used. 		

	Have we done anything meaningful with the data?		
14.	New Risks While no new risks were identified, the potential for a highly politicised response to the offence statistics was discussed. This will be monitored.		EMT
	Date of next meeting Wednesday 11 July.		