



SCOTTISH

CHILDREN'S REPORTER

ADMINISTRATION

Scottish Children's Reporter Administration
Executive Management Team
Minute of Meeting held on 09 May 2018

Present:

Susan Deery – Head of HR
Tom Philliben – Senior Operational Manager
Lisa Bennett- Head of Strategy and OD
Malcolm Schafer – Head of Practice and Policy
Alistair Hogg – Senior Operational Manager
Ed Morrison – Head of Finance and Resources
Pamela Armstrong – Governance Officer - Minutes

In attendance:

Ava Wieclawska – Information Governance Officer

		Timescale	Action
1.	Apologies: Neil Hunter – Principal Reporter/Chief Executive		
2.	AOB		
a)	Staff Objectives <ul style="list-style-type: none"> We need to consider if court objectives are to be included in appraisals. Any objectives need to be tailored to the individual. There is an opportunity to roll this out at the LRM network and provide examples of types of objectives that can be set. SD to draft examples. 		SD
b)	Gender Pay Gap <ul style="list-style-type: none"> Minister for Employability and Training will be contacting the Principal Reporter directly to discuss SCRA's gender pay gap and plans to work towards bridging the gap. This is expected to take place before the end of May. 		NH
c)	Pay Policy Update <ul style="list-style-type: none"> An initial pay offer has been presented to JNCC which will be taken back to their Branch meeting next week for consideration. 		

3.	Minute of previous meeting 11 April 2018		
a)	Accuracy The minute was agreed as accurate		
b)	Matters Arising None		
4.	Information Governance		
a)	<p>Action Plan Ava Wieclawska introduced the information governance quarterly report that will be taken to the May Audit & Risk Committee. The report recommends that the Committee approves the recommendation that SCRA adopts new policies and procedures on 25 May that are compliant with GDPR but are updated again as soon as the new Data Protection Act comes into force.</p> <p>Noted: The report provides updated progress on a number of activities including:</p> <ul style="list-style-type: none"> • The development of a Record of Processing Activities • The delivery of GDPR awareness training to all staff • The development of child-friendly privacy notices • The introduction of new breach reporting procedures • The agreement of new Data Processing Contracts • The development of new Information Sharing Agreements • The development of a new Data Protection Policy • The development of new Data Subjects Rights guidance • The development of procedures on the management of data subjects rights • The development of Data Protection Impact Assessment (DPIA) templates <p>The report also provides Brach statistics for Q4 and SAR and s10 statistics</p>		

b)	<p>Preparing for and monitoring GDPR compliance – SCRA Action Plan 2017/18 was also reviewed by EMT.</p> <p>Agreed:</p> <ul style="list-style-type: none"> • SOM's to assist with Breach Reporting assessments of what needs to be reported to the ICO. This will also help with recognising patterns within teams. <p>New Policies</p> <p>Ava Wieclawska took the group through a number of new and amended Information Governance policies.</p> <p>Agreed:</p> <ul style="list-style-type: none"> • A significant amount of work has done to date. It has been a difficult and challenging time and the work that has been done by Ava has been invaluable. • Data Protection Policy to be sent for offline review and approval by EMT • The following policies were reviewed and approved by EMT; <ul style="list-style-type: none"> ○ A guide to your rights as a data subject under the General Data Protection Regulation (GDPR) ○ Breach Management and Reporting Procedures ○ Privacy Management Procedures: Challenges to decisions based on automated processing ○ Privacy Management Procedures: Data portability requests ○ Privacy Management Procedures: Managing objections to data processing ○ Privacy Management Procedures: Requests for data to be amended or rectified ○ Privacy Management Procedures: Requests for data to be erased or deleted ○ Privacy Management Procedures: Requests for data to be restricted ○ Subject Access Request Guidelines 	Immediate	SOM's
----	---	-----------	-------

5.	<p>SCRA Complaints Report Malcolm Schaffer introduced the report which will also be taken to the June Board.</p> <p>Noted:</p> <ul style="list-style-type: none"> • The number of complaints received in 2016/17 was unusually small for no apparent reason but this year has seen a rise, especially in the second part of the year , again with no definite pattern although a number of the complaints have focused on decision making in youth crime and general responsibility for the management of the system • The pattern of source of complaint was broadly in keeping with previous years – over half (25) from parents (including parents whose child is the victim of youth crime), five from grandparents but other complaints were received from panel members, social worker, solicitor and safeguarder. • We received no complaints from children/young people in keeping with previous years .We have reviewed our material which includes child friendly leaflets and forms, and discussed with relevant parties including the Children’s Commissioner , CHS ,Who Cares(indirectly through CHS) and our Participation group. <p>Agreed:</p> <ul style="list-style-type: none"> • When writing out on behalf of senior managers, any correspondence needs to be checked off by SOM’s or the Head of Practice & Policy. 	Immediate	SOM’s/MS

6.	<p>SCRA Unacceptable Actions Policy</p> <p>Alistair Hogg introduced the paper explaining how to approach situations where the behaviour or actions of individuals using our service makes it very difficult for us to provide a good service or to deal with their complaint. In a small number of cases the actions of individuals become unacceptable because they involve abuse of our staff or our process.</p> <p>Agreed:</p> <ul style="list-style-type: none"> • To approve SCRA Unacceptable Actions Policy • Paper to be taken to the May National Partnership Forum for review 	May 18	AH/PA
7.	<p>Court Network – Update</p> <p>Malcolm Schaffer provided a verbal update from the May Court Network with additional input from Susan Deery who also attended.</p> <ul style="list-style-type: none"> • There are a number of different approaches, measures and ways of managing court, across localities. • There are differences in how managers are managing teams across localities. • A further meeting will be held in August with feedback to follow. 	Sep 18	MS
8.	<p>Cumbernauld Renewal</p> <p>Agreed:</p> <ul style="list-style-type: none"> • To approve the renewal of the lease of premises at Carron House, Cumbernauld. • To approve the business case for Cumbernauld for submission to the Scottish Government following agreement of terms for the renewal of the lease. 		

9.	<p>Greenock & Glenrothes Feasibility Study Iain Allen & Marny Jackson introduced the report asking EMT:</p> <ul style="list-style-type: none"> To confirm that the available 2018/19 capital budget of £200K is allocated towards the improvement of our Greenock building. To consider the 3 options set out in section 3 and confirm that Option C most closely meets SCRA's objectives/budget and should be progressed as the preferred option. <p>Agreed:</p> <ul style="list-style-type: none"> To approve subject to trying to accommodate staff requests. 		
10.	<p>Minor Works Report</p> <p>Agreed:</p> <ul style="list-style-type: none"> To note the contents of this report and approve the programme of priority works outlined in Table 1 attached to this report along with the additional emerging works identified in Table 2 To review the budgetary position again at the end of Quarter 3. 		
11.	<p>Kirkwall Proposed Letting</p> <p>Agreed (Subject to local team agreeing)</p> <ul style="list-style-type: none"> To approve the granting of a MOTO to share occupation of the premises with Scottish Natural Heritage To approve, subject to a capital proposal, further development of Option 2. The cost of Option 2 is expected to be manageable within the existing Minor Works budget. In the event that it is not possible to achieve a safe and satisfactory Reception arrangement, additional works (Option 3) will be developed and the additional costs 		

	considered as a part of the overall Property capital allocation.		
12.	Review of Corporate Procurement Strategy Agreed (Offline approval given): <ul style="list-style-type: none"> To approve SCRA's revised Corporate Procurement Strategy in line with the Procurement Reform (Scotland) Act 2014 (the Act) which further aligns SCRA with Scottish Public Sector best practice. 		
13.	Public Sector Action plan on Cyber Resilience The action plan has been reviewed by the EMT who agrees the right people are involved in the right activities.		
14.	Forward Look a) Digital Delivery Oversight Committee Draft agenda in progress. The OCIO will be in attendance. b) Audit & Risk Committee The following reports were reviewed ahead of the May Audit & Risk Committee: <ul style="list-style-type: none"> SCRA Partnership Working Quality Case Sampling Process Review of Risk Registers 		
15.	Equalities Equalities to be added as a standing agenda item. Updates from the Network and any other relevant information will be brought to future EMT meetings for information.		PA
16.	New risks There are approximately 30 staff members who have not completed and are not currently signed up to the mandatory GDPR training. There is a risk that a breach may be conducted by a staff member who has not attended training.		MS
	Date of next meeting Thursday 07 June.		