



SCOTTISH

**CHILDREN'S REPORTER**  
ADMINISTRATION

**Scottish Children's Reporter Administration  
Executive Management Team  
Minute of Meeting held on 11 April 2018**

**Present:**

Susan Deery – Head of HR  
Tom Philliben – Senior Operational Manager  
Lisa Bennett- Head of Strategy and OD  
Neil Hunter – Principal Reporter/Chief Executive

**In attendance:**

Ava Wieclawska – Information Governance Officer

**1. Apologies:**

Malcolm Schafer – Head of Practice and Policy  
Alistair Hogg – Senior Operational Manager  
Ed Morrison – Head of Finance and Resources

|            |  | <b>Timescale</b> | <b>Action</b> |
|------------|--|------------------|---------------|
| <b>2.</b>  | <b>MOLM – 14 March</b>   |                  |               |
| <b>(a)</b> | Item 5. – Challenge and Review – the minute to reflect that the Tayside and Fife post has been established – but budget yet to be confirmed.<br><br>Ayrshire post – also established and resource to be identified.  |                  |               |
| <b>3.</b>  | <b>Matters Arising</b>   |                  |               |
| <b>(a)</b> | <b>Equalities role</b><br>SD is having a discussion with Accreditation Manager next week to progress a 12 month focus on equalities – with the emphasis of embedding this in core SCRA service delivery and practice and to then assess future needs and sustainability.   | <b>April 18</b>  | <b>SD</b>     |
| <b>(b)</b> | <b>Challenge and Review</b><br>SD and TP have met to confirm funding for Reporter in Fife. Fife support role and Ayrshire support role – resource yet to be finally established.   |                  |               |
| <b>4.</b>  | <b>GDPR update</b>   |                  |               |
|            | AW updated on the GDPR action plan implementation. Main focus is the record of processing activities (RPA's). These will be critical in the event of any breach. The ICO will immediately ask to see these records. The records are organised in sub areas with one over –arching summary record. Information Asset Owners (IAO's) are moving forward with this – but the ICO will want to see the whole summary record – so |                  |               |

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|                  | <p>even although breaches are much more likely to arise from Localities, the complete set of RPA's will be required.</p> <p>Policy Review – review of all SCRA policies which have a data processing element e.g. :-</p> <ul style="list-style-type: none"> <li>• HR and associated policies</li> <li>• Child protection</li> <li>• Training and Development</li> </ul> <p>AW hopes that most of these will require to be tweaked rather than wholesale re-written. Some new policies will require to be established.</p> <p>Law Enforcement Directive – ICO have responded to a number of organisations on this with the understanding that SCRA are exempt from this directive (in regards specifically transfer of data with COPFS).</p> <p><b>Noted</b><br/>Key issues for the team – the number of complex SAR's and BAU activity on breaches. The level of internal and external reporting will also put the team under pressure. We need to find ways of supporting the team in the initial 12 months and continue to offset pressures and risk. The Information and Research Manager is likely to be absent from work for some time and immediate resources for cover are required.</p> <p><b>Agreed</b><br/>After discussion EMT agreed to identify immediate resource to support the Information Governance Officer.</p> |  |  |
| <p><b>5.</b></p> | <p><b>Internal audit (IA) on case sampling</b></p> <p>LB spoke to this report which will go to the May Audit and Risk Committee. Still in discussion with IA on points of accuracy or emphasis.</p> <p><b>Noted</b><br/>Overall reflects well on the QA programme, the QA Manager, work of the Practice and Quality Network, Senior Practitioners and LRM;'s.</p>  |  |  |
| <p><b>6.</b></p> | <p><b>Corporate Parenting Plan 2018/19</b></p> <p><b>Noted</b><br/>Approved by the Board in March. Now formatted and ready for publication in the course of next week. The principal audience for this plan is young people and we will continue to seek feedback on the impact we are making.</p>   |  |  |

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| 7. | <p><b>Corporate Parenting – Reporting to Ministers</b></p> <p><b>Noted</b><br/> This return was due by 30 March 2018. SCRA returned this on time. LB circulated the return to Scottish Government, previously circulated to EMT. SG have confirmed that feedback will be given.</p>   |  |  |
| 8. | <p><b>Procurement – Terms and Conditions of Contract – proposed updates and changes</b></p> <p>This report seeks approval on the updated Standard Terms &amp; Conditions of Contract which further aligns SCRA with Scottish Public Sector best practice.</p> <p>The main change was the inclusion of a new Condition on Data Processing, including a</p> <ul style="list-style-type: none"> <li>• Data Processing Schedule, in line with the requirements of the GDPR</li> <li>• New Condition on Intellectual Property Rights which replaces the previous Patents, Info &amp; Copyrights Conditions.</li> <li>• New Condition on Security &amp; Access to the Purchaser’s Premises in connection with compliance with the Purchaser’s policies concerning Baseline Personnel Security Standard checks.</li> </ul> <p>In reviewing and updating our Terms, the Procurement Officer reviewed the Scottish Government Terms &amp; Conditions of Contract and has incorporated the SG revisions.</p> <p>The updated documents will be emailed to all Delegated Purchasers, the Contracts Review Group and will be placed on the Procurement page of Connect and SCRA’s website so that they are accessible to SCRA staff at all levels of the organisation and also to external readers and suppliers</p> <p><b>Agreed</b></p> <p>The SCRA updated terms and conditions of contract for</p> <ul style="list-style-type: none"> <li>• Contract for Consultancy Services (other than Works consultancies)</li> <li>• Contract for Purchase of Goods</li> <li>• Contract for Purchase of Services</li> <li>• Contract for supply of Goods and Related Services</li> </ul> <p>SD will check with Procurement on payment on taxation on consultancy fees</p> |  |  |

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| <p><b>9.</b></p>  | <p><b>Internal Audit tracker</b></p> <p>Significant work has been undertaken on this, led by EM. Some finalisation required – but looking much more complete than before.</p> <p>EM is discussing with BDO as new Internal Auditors the transition between this tracker (developed with and their own preferred arrangement.</p> |                     |                         |
| <p><b>10.</b></p> | <p><b>Board development day</b></p> <p><b>Noted</b><br/>Agenda and preparations for Development day at Bell Street.</p>  |                     |                         |
| <p><b>11.</b></p> | <p><b>New risks</b></p> <p>Preparation for GDPR implementation in light of new staffing situation – urgent mitigation to be put in place week beginning 16/4/18 through additional temporary staffing cover.</p>   | <p><b>NH/SD</b></p> | <p><b>immediate</b></p> |
| <p><b>12.</b></p> | <p><b>Date of next meeting</b></p> <p>9 May 2018</p>   |                     |                         |