

	<p>Discussion took place on the 5 year forecast and the corresponding and complimentary programmes on resilience and capacity building which focus on complexity/corporate parenting and quality. The case for investment in the CHS was underlined in relation to protection and care of children and young people.</p> <p>NH advised that Liz Murdoch has been appointed as team leader for Youth Justice. MS and NH will be seeking an early discussion with Liz and Iain Fitheridge to ensure the Children's and Youth Justice agenda's continue to be integrated.</p>	Early August	NH/MS
4.	<p>Digital Delivery Board</p> <p>Agreed to have this as a standing item. NH chairs BBD and is accountable for its delivery. Need for all EMT members to have a common understanding of the developing position and to ensure that EMT members are in a position to speak with confidence on developments on core systems and applications.</p> <p>LMcD has always been a key EMT member – but with permission to stand down from routine cycle of meetings to prioritise other aspects of workload-might be a time to review more regular input. NH will discuss with LMcD how best to achieve this.</p> <p>OCIO Health check – 6 recommendations made within a generally positive report:-</p> <ul style="list-style-type: none"> • Pipeline management • Operating model beyond 2020 • Process for contract management • Continual liaison with OCIO • Introduction of key stage criteria • Planning for transitional phase to new product <p>LB will circulate report and recommendation to EMT and also to sponsor team. Emphasis on re-assurance of progress in the current and ongoing investment beyond 2020.</p> <p>AH and TP have been routinely involves in the sprint review process which has been constructive and reassuring.</p> <p>LMcD is working on a refreshed/updated delivery plan for the DDB. NH will circulate to EMT and review at next meeting</p>	<p>Immediate</p> <p>Immediate</p> <p>Immediate</p> <p>immediate</p>	<p>PA/NH</p> <p>NH/LMcD</p> <p>LB</p> <p>NH</p>
5.	<p>Pay update</p> <p>SD updated on current pay negotiations. A range of options have been discussed within JNCC, including</p>		

	<p>a proposal which has subsequently been rejected by Scottish Government Remuneration Group as being outwith pay policy parameters. A more recent adaptation was thought to have found support with UNISON. However they have recently advised that they will not recommend it to members.</p> <p>Agreed that SCRA's only current option was to make the offer as it stands for consideration.</p>		
<p>6.</p>	<p>Trade Union Facility Time reporting</p> <p>This is a statutory requirement of all public bodies. SD had prepared a report for publication showing the 2017/18 analysis of facility time recorded.</p> <p>The analysis shows that of the ten UNISON representatives during the period, only six recorded facility time. The analysis also includes the seconded role of UNISON Branch Secretary. The outcome of the analysis shows that SCRA provided 0.17% of its total paybill to UNISON facility time.</p> <p>It is thought that the level of facility time recorded is less than what may have been provided locally. For example, known attendance at Committees and Locality Team Meetings in a UNISON capacity by some representatives has not been recorded and therefore full and accurate information may not be available.</p> <p>SCRA and UNISON will take this forward in partnership at the National Partnership Forum, as well as form part of the review of the Partnership Agreement in September, to remind and encourage UNISON representatives to request and record all facility time to enable accurate reporting under these new regulations.</p> <p>Payment for check off – SD will review options as part of Partnership Agreement</p>	<p>October 18</p>	<p>SD/NPF</p>
<p>7.</p>	<p>Bad Debts Provision</p> <p>Audit Scotland, in their 'Matters Arising Schedule' have recommended that "SCRA should also consider putting in place a bad debt provision to cover any such instances of irrecoverable debt that might arise in the future."</p> <p>EM presented a report recommending that, following consideration by the Finance Team, that SCRA do not put in place a bad debt provision arrangement. The rationale for this is:-</p>		

	<ul style="list-style-type: none"> • Could result in arbitrary changes to the financial statements • Income is mainly from other NDPB's and therefore relatively secure • Assessing the level that the provision should be set at would be difficult <p>On this basis the EMT approved the report and the recommendation not to put in place the provision</p>		
8.	<p>Internal Audit dates</p> <p>BDO, SCRA's internal Auditor have proposed the following dates for the remainder of 2018:-</p> <ul style="list-style-type: none"> • Project Management – Digital Strategy- w/c 3 Dec • Budget Setting and Monitoring w/c 12 Nov • IT Security - w/c 2 July (start 3 July) • Staff Recruitment and Retention w/c 20 August • Value for Money w/c 10 Sept • Locality Review w/c 22 Oct • Follow up w/c 4 Feb <p>Discussion took place on the methodology/approach to Locality reviews – thematic/cross cutting or single locality. Further discussion between AH/TP and LB on making a suggestion to DBO.</p> <p>EM/LB to go back to DBO in relation to project management in the Digital Strategy in light of OCIO health check to re-assess whether this would add value.</p>	<p>July 18</p> <p>July 18</p>	<p>AH/TP/EM</p> <p>EM/LB</p>
9.	<p>Common Law Courts</p> <p>This organisation has been known of for sometime. They have 'served papers' to the South East Locality office and in response we have sought legal advice and our solicitors have corresponded asking them to not to turn up at SCRA premises and approach SCRA staff or Panel Members.</p> <p>A formal complaint has been made to the Police. We need to continue to monitor this situation and support our staff and other agency staff.</p>		
10.	<p>Sustainability Report to SCRA Board</p> <p>Key approvals from the Board were:-</p> <ul style="list-style-type: none"> • Skills mix • Senior Management and operational review • Digital Workforce development 		

	<ul style="list-style-type: none"> Cultural change and organisational development <p>Agreed that LB will set up a half day session to look at next steps.</p>	Aug18	LB
11.	<p>Annual Leave</p> <p>Week beginning 30/7 – short on EMT/HO cover. Need some EMT visibility at Ochil that week.</p>	WB 30/7/18	NH/TP/AH/MS
12.	<p>Policy and Law Brief</p> <p>Significant activity across major policy developments:-</p> <ul style="list-style-type: none"> MACR – Parliamentary scrutiny will begin to ramp up over time Family Law – major consultation and a series of in depth questions Disclosure/PVG – SCRA has established a principles paper which MS will circulate to EMT <p>SCRA Board have asked for more information on the more routine consultations we have responded to and how we have responded to them. MH is working on how best to do this.</p>		
13.	<p>GDPR</p> <p>MS/TP/AH had met recently with the Research and Information Team/DPO etc. A constructive meeting looking at and assessing the first phase of implementation of GDPR. Specific focus on volumes, roles and responsibilities etc. was helpfully discussed and clarified.</p> <p>MS is working on a lessons learned paper which will highlight the need for rapid organisational learning from operational incidents. A range of very illustrative examples are available.</p> <p>A meeting has been set up with the ICO for 21 August to take stock and look at experience elsewhere.</p> <p>AW has been successful in a new post at another public body. This has been recognised as a very competitive market for DPO and filling the post may be difficult.</p> <p>Need to ensure that next report to ARC has full EMT scrutiny and accompanying briefing of the chair.</p>	ARC pre-agenda	MS/EM/PA
14.	<p>Equalities</p>		

	SD updated on the launch of the Collection of Workforce Statistics based on SQA model.		
15.	TOIL/Part time working SD has been asked by UNISON to look at our model of TOIL/payment for staff undertaking work on non working days (e.g, court). SD will collect some data and bring the issue back to EMT.	August 18	SD
16.	Forward Look Staff Event LB/NH been liaising with MMcA on staff event, The programme is firming up and will be circulated for EMT comments ASAP.	End July	LB/NH
15.	Date of next meeting 8 August 2018, 10.30am		