



SCOTTISH

CHILDREN'S REPORTER
ADMINISTRATION

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

Present:

Malcolm Schaffer, Head of Practice and Policy (by phone)
Tom Philliben, Senior Operational Manager (by VC) to item 3)
Alistair Hogg, Senior Operational Manager
Susan Deery, Head of HR
Lisa Bennett, Head of Strategy and Organisational Development
Ed Morrison, Head of Finance and Resources
Neil Hunter, Principal Reporter/Chief Executive

Apologies:

None

		Timescale	Action
1.	Note of last meeting Approved		
2.	Matters Arising		
(a)	Job Evaluation health check SD will pick up issues and way forward with NH		
(b)	Managers event Three dates have been identified and planning is underway. Focus on problemsolving around information governance and accuracy of recording and understanding of the issues. Agreed we try and use the 'root cause analysis' type approach to get beneath the issues and barriers to progress?		
(c)	Independent Care Review LB will be SCRA's representative on the Care and Justice workstream.		
(d)	Pay Offer SG Remuneration Group have approved the SCRA proposal, which improves on the previous offer of July/August and takes SCRA to the maximum of ministerial pay policy and available resources/affordability. JNCC will meet tomorrow (11/10/18).		

(e)	<p>Staff Event</p> <p>Staff Event evaluation was noted. Vast majority of attendees were very positive about the event. Need to keep pushing on the universal application and currency/narrative of our corporate parenting responsibilities regardless of role</p>		
3.	<p>Budget Planning</p> <p>EM/NH updated on meeting with Director of DCAF. A number of disaggregated briefing papers have now been prepared on 3 scenarios (£-2.5m, £-1m and £0m)</p> <p>Discussion took place on the need to demonstrate the acute risks to SCRA's operational viability and impact and the limited means by which we can make realistic savings.</p> <p>EM will submit these to DCAF Finance leads as part of the spending review 2019 process. Further work on workload and performance to be prepared as an additional set of supplementary data. Needs to illustrate volume/volatility/complexity.</p> <p>Role of the Reporter briefing paper – NH will amend based on peoples comment and introduce a separate paper on a range of case studies. Case studies need to demonstrate the changing nature of referrals to the Reporter, the use of labour effort in complexity and the links to ministerial policy priorities.</p> <p>EM/LB will look at ways to further sharpen up key messages</p>	12/10/18	EM
(a)	<p>Budget Planning guidance</p> <p>EM will highlight key points with AHTP</p> <p>Approved</p>	Immediate	LB/EM
4.	<p>Property</p> <p>SCRA currently lease 5 floors of 10-20 Bell Street, Glasgow, with staff occupying floors 2, 3 & 4 and hearing suites on the ground and 1st floors. There is no wheelchair accessible WC on the ground floor and although there is an accessible WC on the 1st floor, access to this toilet is via the lift lobby on the staff side of the building.</p>		

	<p>During discussions in 2017/18 in relation to the upgrading of staff kitchens and toilets, the public area toilets were identified as requiring attention. Although this was out of scope for last year's project, the creation of accessible public toilet facilities was considered to be a priority for action</p> <p>The lease of 10-20 Bell Street provides for a break option in 2020 and the lease expires in 2024. Following discussion with Scottish Government's Property Division, SCRA is not required to exercise the break option, although a full business case will be required for any lease renewal.</p> <p>Proposals have now been agreed for</p> <ul style="list-style-type: none"> • upgrading the male toilets, • re-forming the female toilets and • the creation of a wheelchair accessible WC. <p>The proposed configuration has been designed to meet the required standards set out in the Building Regulations.</p> <p>Budget costs have been prepared by the consultant surveyors indicating that the project may require a little more than the approved Property Programme budget of £50k. Construction costs have been estimated at £41k + VAT, with fees and asbestos investigation bringing the likely costs to a budget figure of around £55k.</p> <p>Approved</p>		
<p>5.</p> <p>(a)</p>	<p>Quality Assurance Programme</p> <p>Management action tracker</p> <p>A covering paper and schedule was prepared by the Quality Assurance Manager. Action tracker has been presented to Audit and Risk Committee previously but didn't make the impact we were hoping. A revised set of proposals has therefore been considered, including shifting some of those to BAU</p> <p>Detailed discussion took place and the following was agreed</p> <ul style="list-style-type: none"> • Those actions currently being proposed for internal management require to be much more specifically lined to either an established/existing programme or 		

	<p>flagged as a risk during the audit needs assessment but which did not make it into the plan</p> <p>Localities Review– still to be focussed and bottomed out</p> <p>Other reviews that could be brought forward from 19/20:-</p> <p>a) Payroll and payment of expenses b) Strategic planning c) Procurement and contract management d) Communications and stakeholder engagement</p> <p>EM and SD will agree between a) and c)</p>	immediate	EM/SD
7.	<p>Business Planning cycle</p> <p>LB had circulated a paper laying out the timetable for 2019/20 Business Plan - Agreed</p> <ul style="list-style-type: none"> • Board Development – extracting from year 3 corporate plan for 19/20 and any carry forward from first 2 year corporate plan • Early draft on content EMT December 18 • First draft to SCRA Board January 19 	Dec 18 Jan 19	LB LB
8.	<p>Information Governance</p> <p>a) ICO investigation MS introduced. ICO investigation has concluded, key headline issue is that policies need to have the desired impact through full implementation</p> <p>ICO have decided not to take any formal action against SCRA. This is because:-</p> <ul style="list-style-type: none"> • In 4 cases it is unclear as to whether SCRA is responsible for any breach • The range of policies and procedures SCRA has in place and the detailed approach we have taken to data protection • The seriousness which SCRA has given the issue of data protection and the efforts SCRA have taken to contact data subjects, retrieve information and apologise to those affected in those cases • The oversight of ARC and reporting arrangements to IG leads and EMT <p>The ICO have made some recommendations to SCRA which we will now progress via IG lead and report to ARC in the normal way. The recommendations are:-</p> <ul style="list-style-type: none"> • <i>Ensure that any future training and supportive measures that are implemented are sufficiently</i> 		

	<p><i>effective as to highlight to staff their need to handle personal data (particularly that of a sensitive nature) securely and appropriately.</i></p> <ul style="list-style-type: none"> • <i>Ensure that staff attendance of data protection training is monitored more closely to avoid circumstances in which mandatory sessions are missed/not completed by individuals.</i> • <i>Regularly review their policies and procedures (on both a local and national level) to ensure that these are clear and informative as to staff members' responsibilities surrounding the use of personal data.</i> • <i>Continue as planned with the proposed meeting between the SCRA and ICO (Scotland Office) as an opportunity to seek advice surrounding the new legislation and their obligations in line with this.</i> <p>Discussion with Scottish ICO will focus on what we should be reporting. There is a concern that some reports were subject to ambiguity about basis for reporting.</p> <p>Recent discussions with public bodies have shown that SCRA a well-developed set of policies and practices.</p> <p>b) Non Disclosure Action Plan</p> <p>Reporting to ARC 6 months at the request of the ARC chair. To be condensed as an appendix to a covering report. Need Glasgow and Central input and update Highland input.</p> <p>c) DPO Induction</p> <p>Stephen Erdoable commenced as Data Protection Office on 2/10 and induction so far has been very positive and welcoming and clearly has distinctive ideas on further development. Encouraged by degree of ownership of information governance.</p> <p>d) Scottish Historical Child Abuse Enquiry</p> <p>Noted Historical Abuse Enquiry has clarified data retention expectation of SCRA. MS has given instructions on commencement of destruction of data, previously held across Localities.</p>		
9.	<p>Data Warehouse/data storage</p> <p>LB/LMcD/DL and NH met last week to look at issues relating to data warehouse/GDPR/technical security provision and future arrangements.</p>		

	<p>DL has produced a paper crystallising the issues at hand and next steps. Next steps will include:</p> <ul style="list-style-type: none"> • developing an anonymisation policy • develop scope and business case for a specialist resource to undertake an assessment of the warehouse, SCRA's data – storage and handling, and any vulnerabilities including security arrangements. • Data Warehouse policy will be developed, defining roles, responsibilities etc. • Alignment of the data warehouse alongside the migration work to seed the new core system will continue (to September 19); and • The cost benefits of having a historical data set as opposed to information being transferred to another agency (such as National Records of Scotland) 	<p>Oct/Nov 18</p> <p>Nov 18</p> <p>Sept 19</p> <p>Jan 19</p>	<p>DL/GH/SE</p> <p>DL</p> <p>DL/Digital Team</p> <p>DL/LB</p>
10.	<p>Policy Update</p> <p>a) Age of Criminal Responsibility</p> <p>MS involved in evidence to Parliamentary Committee. Committee seemed concerned by low age of 12. Possibility of SCRA undertaking further research on extended age group.</p> <p>A number of committee members have undertaken to observe hearings.</p>		
11.	<p>Digital Update</p> <p>Digital Delivery Board accepted a recommendation from DDLT on not proceeding from Alpha to Beta based on a number of concerns. The supplier has been asked to respond with a view to work re-commencing in early November.</p> <p>A number of issues have arisen in the first phase of development which may require organisational direction/advice to DDLT. These include:-</p> <ul style="list-style-type: none"> • Centralised versus localised approach • Open access versus closed access <p>Agreed that we needed to retain as much flexibility as possible for future options and choices on operational model. It was recognised that some early direction may be required to assist with technical approach/build/design.</p>		
12.	<p>Risk Register</p> <p>EM will review strategic and operational risk register and co-ordinate EMT input.</p>	<p>October 18</p>	<p>EM</p>

