

Present

Tom Philliben – Senior Operational Manager (East and Central)
Fergus Dougall – Branch Secretary
Susan Deery – Head of HR
Neil Hunter – Principal Reporter/Chief Executive

1. Apologies

Monica Sweeney
Adele McCormick
Paul Harkness
Jim McClafferty
Alistair Hogg
Jill Richards
Ross Mackenzie

2. Papers and Agenda – preparation time

FD felt that the late arrival of the agenda may be impacting on effective participation. It would be useful for partnership meetings to have an agenda and note of previous meeting a fortnight in advance to allow reps to prepare and contribute.

Start times for future NPF's confirmed as 10.30am to allow for travel for members.

Action:- NH will ensure timely circulation of agenda and papers

3. Note of last meeting

C/f to next meeting

4. Matters Arising

(a) Unacceptable Actions Policy

Action:- NH – will check with Alistair Hogg on finalisation of Unacceptable Actions Policy in relation to staff support.

(b) GDPR

NH gave an update on GDPR arrangements. As predicted a steep increase in reporting has occurred. The vast majority of these reports would not have been captured under the previous arrangements. The timescales around reporting to the ICO also works against detailed review and investigation. A minority of reports have had direct impact on children and young people. The vast majority of breaches have low or no impact.

TP updated on the ongoing work of IG leads. NH queried whether there was a partnership representative on the IG leads. Agreed that if not in place this would be a positive step. FD offered to be the rep if required.

Action – NH/TP to confirm partnership representative on IG Leads group.

FD updated on the concern and stress faced by staff involved in data handling and the significant impact on both individual staff and teams where breaches occur.

TP outlined SCRA's approach to guidance, training and creation of a learning culture. The ICO will want to know whether action has been taken against staff and the organisation will resist this as a general approach – staff errors are generally not wilful or purposely negligent. SCRA is relatively unique in the degree of sensitivity of information which we transact daily.

Useful to develop joint messaging between SCRA and UNISON on not rushing and not attempting to meet deadlines in a way that is likely to lead to errors. Staff who feel unable to cope or meet deadlines should seek support from a line manager to assist/support. This is a key point of errors and mistakes at the final checking and enveloping stage.

UNISON have submitted a paragraph on data security for the partnership agreement. SD will check this off with GH and come back to FD.

Action:- SD will check data security statement with Information and Research Manager and confirm with FD

(c) Branch Membership update

Additional Steward cover in South East has been agreed. SD will circulate this latest update.

Action: SD will circulate updated Branch reps list

4. CHIP Update

(a) Better Hearings

A report had been circulated and NH updated on the significant progress visible across the country. Most partnerships are focussing on local action plans and priorities including quality of social work reports/preparation and support of children and young people and quality of written reasons.

(b) 16 and 17 year olds – recommendation of the Child Protection Systems Review

NH has brought this report to NPF to ensure that Partnership are sighted on some of the discussions happening in relation to children's rights and the recommendation from the Child Protection Systems Review group in relation to 16/17 year olds. This has wide ranging implications for the hearing system – and brings into focus Scotland's compliance with UNCRC. Agreed that this were useful and raised a number of important issues around inclusion, particularly on offence grounds and capacity and need for investment and development of the hearings system.

(c) Digital Update

NH circulated report that went to the Digital Delivery Board last week. This highlighted progress in relation to

- Technical development
- Functional development
- Financial monitoring

- Development of programme charters
- Communications plan

TP updated on plans for business readiness and the need to engage staff from across the organisation and the opportunities for staff to engage early with the system components as they emerge.

5. Health and Well Being

Note of the last Health and Wellbeing survey was circulated. Key focus was analysis of the 2018 Health and Wellbeing survey. Ongoing monitoring of programmes of work. Some of these will require further scrutiny in light of survey results.

6. Equalities Network

Most recent Equalities network minutes were circulated and noted. Network goes from strength to strength – approaching 35 equalities ambassadors have now signed up and protected characteristics workstream have real traction and are producing very innovative thinking and ideas.

7. HR Sub Group

SD gave an update on where the HR sub group has been focusing its efforts:-

- Total Reward statements have gone out
- Recruitment Audit is underway
- Privacy Statements for applicants – updated in line with GDPR
- Volunteering Policy has been updated
- Review of PDA and linked policies
- EU/Brexit - support arrangements for affected staff being assessed in light of events
- Capability procedure – updating to align to discipline and grievance process
- Statutory reporting of facility time - completed and published

The HR sub group meets later today and will discuss:-

- Security handbook arising from IT Internal Audit
- Charity for Civil Servants – offer of potential future relationship
- Job Evaluation health check

8. Finance update

NH reported that SCRA are projecting a £120k overspend by March 2019. Early identification and accurate analysis gives us an opportunity to pull this back in the last 6 months of the year. The organisation carries a £1.5m deficit in 18/19 which is being underwritten by SG. This is a highly unsatisfactory situation and NH and EM are seeking early dialogue and reassurances with SG on the 19/20 budget and putting SCRA on a stable footing reflecting its key statutory function.

Impact of vacancy management on resilience was noted. TP highlighted the approach taken to each vacancy was based on risk and need and not a blanket approach – although a 6 month drag on vacancies needed to be the starting assumption, however SOM's are sensitive to operational imperatives and pressures.

9. New risks

Data security and financial risks are already covered in SCRA strategic risk registers. No additional risks identified.

Ongoing risks around pay are also logged – but are for JNCC rather than partnership forum.

10. Date of Next meeting

27 November 2018, 10.30am at Stirling