



Present:

Susan Deery (Chair), Jill Richards, Paul Harkness, Lynne Hobbs, Gillian Henderson (Item 6), Maryanne McIntyre (Item 7), Ross Mackenzie (Item 12), Pamela Armstrong (Minute)

		Timescale	Action
1.	<p>Apologies Neil Hunter, Alistair Hogg, Adele McCormick, Tom Philliben, Diane Harvey, Fergus Dougall, Jim McClafferty</p>		
2.	<p>Minute of last meeting – 27 February 2018 Agreed as accurate.</p>		
3.	<p>Matters Arising All covered within the agenda.</p>		
4.	<p>Changes to Branch Membership Jill Richards advised the group of the following changes to Branch Membership, until March 2019.</p> <ul style="list-style-type: none"> • Fergus Dougall – Branch Secretary • Monica Sweeny – Branch Chair • Jill Richards – Vice Branch Chair/Local Steward • Diane Harvey – Local Steward 		
5.	<p>CHIP Update</p> <p>Better Hearings Susan introduced the report on progress being made across Scotland in relation to the implementation of the Better Hearings Action Plan.</p> <ul style="list-style-type: none"> • The baseline assessment is a useful tool for identifying key areas for improvement. • Glasgow CHIP continues to work well with good buy in from all members. <p>Blueprint for Children's Hearings</p> <ul style="list-style-type: none"> • SCRA are seen to be taking the lead. • Susan Deery and Lisa Bennett have been discussing with Karen Wallace the importance of ensuring equalities is captured within the Better Hearing and Blueprint work, with a workshop organised in June 2018. 		

		Timescale	Action
6.	<p>GDPR Update Gillian Henderson introduced the information governance quarterly report which was taken to the May Audit & Risk Committee.</p> <ul style="list-style-type: none"> • The report provides updated progress on a number of activities including: <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 • SCRA is in a good place in terms of preparedness. • Almost all staff has received GDPR training. Two further dates have been arranged to capture staff that have not been able to attend training (04 June, 2pm at Hamilton and 21 June, 10:30 at Ochil). • Regarding new Breach reporting procedures, there has been good engagement from staff of all grades. Staff are reported as feeling more empowered. • The breaches reported show the extent to which we have inaccurate information from other agencies. • As a result of the increased workload arising from the new duties and breach reporting procedures, 2 new posts have been advertised within the Information team, Information Assistant and Personal Information Officer, both temporary until March 19. 		
7.	<p>Staff Event – Update Maryanne provided a verbal update.</p> <ul style="list-style-type: none"> • The event will be held on 12 September 18 at the Radisson Blu Hotel in Glasgow. • 122 staff members have already signed up to the event which has a capacity for 200 attendees. • Two key note speakers are already confirmed - Fiona Duncan, Chair of the Independent Care Review and Bruce Adamson, Children and Young People’s Commissioner. The Minister for Childcare and Early Years Maree Todd has confirmed she will also attend for part of the day. • Any thoughts about potential workshops to be fed back to Maryanne. 		

		Timescale	Action
8.	<p>SCRA Unacceptable Actions Policy Susan introduced the policy which explains 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 or persistent contact of our staff or our process.</p> <ul style="list-style-type: none"> The group agreed the policy is helpful for staff in terms of managing persistent offenders. It gives staff permissions and they know they will be supported. This is a welcomed piece of work. <p>Agreed: Consider a section on support for staff to be included within the policy.</p>		AH
STANDING ITEMS			
9.	<p>Health, Wellbeing Susan gave a verbal update from the last meeting.</p> <ul style="list-style-type: none"> The Maximising Attendance Policy, which is formally launched 01 June and will also be taken to the LRM network in June. Updates to the policy include: <ul style="list-style-type: none"> Contacting your line manager by 09:30 am if unable to attend work due to illness. Clearer policy action points Clearer lines where absence doesn't improve into capability procedures. A new vacancy has been advertised to principally focus on absence. This is temporary until March 19. A Health & Wellbeing sub group has been established in Glasgow. They have started a lunchtime walking group which is going well. The group will feed into the national Health and Wellbeing Group 		
10.	<p>Equalities Network Update Susan provided an update on the Equalities Development Day.</p> <ul style="list-style-type: none"> The equalities development day was well attended by staff. The SCRA Board Chair, Michelle Miller and Board Member Anela Anwar were also in attendance. While the scope of work current being undertaken is encouraging, there is a need to ensure there is no duplication of work across subgroups with a natural crossover. Some oversight is required. Not all staff members are aware of the Disability Leave policy which is available on Connect. There is strong evidence of interest, momentum and 		

		Timescale	Action
	commitment to equalities		
11.	<p>HR Sub Group Update</p> <p>Susan gave a verbal update from the last meeting.</p> <ul style="list-style-type: none"> • There was a focus on the maximising attendance policy. • The HR subgroup has agreed to review Dignity at Work Policy this year. • A review of the Recruitment/Selection Policy has now commenced and LRMS will be consulted on the current position at the LRM network in May. • The total rewards statement which is issued every 2 years to each staff member is due to be issued end of June 18. • The travel policy is currently being reviewed to ensure there is a focus in choosing environmentally friendly alternative modes of transport where at all possible. • There has been a slight update to the Leave Policy to reflect current practice. • There is a new off boarding procedure to manage leavers and their removal from systems. 		
12.	<p>Financial Update</p> <p>Ross provided a verbal update.</p> <p>2017/18</p> <ul style="list-style-type: none"> • Budget holders responded well to a push to halt discretionary spending last year. • Last Board report forecast a £90k underspend, with around £85k Our Hearings Our Voice funding carried forward. • Provisional outturn suggests a £75k underspend in 2017/18 (keeping aside OHOV carry forward) • Underspend figure is subject to external audit starting next week and is sensitive to eventual Carillion settlement which will not be known for weeks. • Capital spend was on budget • Digital spend is on track – see Neil’s Team Brief reports for finer detail of achievements and plans. <p>2018/19</p> <ul style="list-style-type: none"> • EMT focussed during budget-setting against a significant reduction in funding. • Sponsor’s relatively late confirmation of £1.5m additional funding was key in being able to get a balanced and acceptable budget approved by the Board in March. • With no reliance on such assistance next year, little prospect of multi-year settlements, 19/20 budget-setting starting in 6 months and forward plans looking challenging, EMT continues to work on “further service redesign and best value programmes”: structural and operational evolution, introduction of new technologies and skills mix/roles mix 		

		Timescale	Action
	<p>work</p> <ul style="list-style-type: none"> • Final minor adjustments to budget are being agreed with budget holders and the budget will be formally issued to budget holders on Monday, 4th June. However, budget holders have already started managing their 1819 resource based on knowledge of staff numbers and vacancy target (2%) • The Board approved a Property capital budget of £650k in March which provides resources for a number of feasibility studies, improvements to layout of SCRA premises in Greenock and a further £50k to continue the Hearings Improvement Programme. • Funding of £500k revenue and £2m capital has been provided by SG to fund the second year of Digital Delivery 		
13.	<p>New Risks None identified</p>		
	<p>Date of Next Meeting: Tuesday 28 August 2018, 10:00-13:30 at Ochil House, Stirling</p>		