Present:

Neil Hunter (**NH**) – Principal Reporter/Chief Executive
Susan Deery (**SD**) – Head of HR
Lisa Bennett (**LB**) - Head of Strategy and OD
Alistair Hogg (**AH**) – Senior Operational Manager
Ed Morrison (**EM**) – Head of Finance and Resources
Tom Philliben (**TP**) – Senior Operational Manager
Malcolm Schafer (**MS**) – Head of Practice and Policy

In attendance:
Pamela Armstrong (**PA**) – Governance Officer – Minutes
Nicola Campbell (**NC**) – Interim Governance Officer

		Timescale	Action
1.	**Apologies:** None		
2	**AOB** None		
3.	**Minute of previous meeting on 09 January 2019** **Accuracy** The minute was agreed as accurate		
4.	**Matters Arising** **Board Reports** • Finished Board reports to be sent to the Governance Officer prior to EMT for review. • March Board reports will be reviewed during the 06 March EMT • May Board reports will be reviewed during the 08 May EMT • September Board reports will be reviewed during the 04 September EMT • December Board reports will be reviewed during 04 December EMT		

	Education Committee Awaiting feedback and a further update will be provided after the next Hearing Management Group. NH to circulate communication on SCRA's position regarding minimum age.		**NH**
5.	**Edinburgh Business Case** EM Introduced the report recommending EMT approve a budget to equip a new meeting and hearing room in Fountainhall Road, Edinburgh. **Agreed:** Approved by EMT		
6.	**Draft Influencing Strategy between SCRA & CHS** MS introduced the draft report. **Issues arising during discussion:** • The report recognises we are independent agencies and may at times take differing views. **Agreed:** • LB to tie in with the report author on the priority area around Hearings rooms. This is still being worked on but is not yet a commitment. • LB to tie in with the report author on the relationship with OHOV. We need to work firstly on building that relationship. • Successful examples of joint working to be added to the report, which will be presented to the March Board.		**LB** **LB** **MS**
7.	**Finance & Procurement Teams** EM Introduced the report recommending EMT approve changes to the Finance and Procurement Teams subject to availability of funding in 2019/20. **Issuing arising from Discussion:** • We are entering a period instability within the finance admin team presenting issues around systems and controls. • SCRA currently have a huge procurement agenda with more scrutiny and regulations that ever before.		

	• Delegated Procurement Officers, who are largely LSM's can assist with low level purchasing and may be able to work on low lever projects. • A delegated Purchaser route may provide stability. • EMT congratulated both the Finance and Procurement teams on continued good work done under challenging circumstances. **Agreed:** • Approved subject to Challenge and Review.		
8.	**HR Team** SD provided a verbal update advising the need to strengthen the HR team. **Agreed:** • To agree the approach ahead of Challenge and Review and subject to budget availability.		
9.	**Audit & Risk Committee** The agenda was reviewed ahead of the 28 February meeting.		
10.	**Information Governance – IG/ICO Finding** MS introduced. **Issues arising during discussion:** • ICO have commented that SCRA should consider the use of tracking for sensitive mail. ICO are not requiring us to use tracked mail but to consider it as an option and to provide good reasons for whatever approach is adopted. • There is a concern that as well as the cost of sending tracked mail, there would be a resulting increase in cost in terms of staff time. • There is a potential budget issue however this is not the prime consideration. There would be problems in term of delay if implemented, resulting in operational		

	consequences more than budgetary consequences. • Correspondence relating to court is currently sent recorder however, a lot of that is returned to us. **Agreed:** • Edinburgh and Glasgow localities to check court mail returns over a 2 week period.		**AH/TP/MS**
11.	**Digital Strategy Update – Role Access** TP provide a verbal update. **Issues arising during discussion:** • An open access system is unlikely to be the starting point. Discussion is ongoing around determining the starting point for access and the ability to change access as required. **Agreed:** • TP to think further about opportunities within Digital. • Business Readiness, in particular migration to be brought to March EMT meeting.		**TP** **TP/SD**
12.	**Forward Look** The forward plan was reviewed.		
13.	**New Risks** No new risks were identified		
	Date of next meeting Wednesday 06 March at Ochil House		