

Present:

Michelle Miller (Chair)
Catherine Robertson
Sam Anderson
Anela Anwar
Jim Edgar
Martin Toye
Suzanne Vestri

In Attendance:

Neil Hunter (Principal Reporter/Chief Executive),
Ed Morrison (Head of Finance & Resources),
Malcolm Schaffer (Head of Practice and Policy),
Susan Deery (Head of Human Resources),
Lisa Bennett (Head of Strategy & OD),
Tom Philliben (Senior Operational Manager)
Alistair Hogg (Senior Operational Manager)
Gillian Henderson (Information & Research Manager – Item 6.1)
Maryanne McIntyre (Press & Communications Manager – Item 7.1)
Pamela Armstrong (Governance Officer, Minutes)

		Timescale	Action
1.1	AOB There was no other business.		
1.2	Apologies Tam Baillie (Board Member) Iain Fitheridge (Scottish Government)		
1.3	Declarations of Interest There were no declarations of interest.		
1.4	Updates Martin Toye <ul style="list-style-type: none"> • Attended November Audit & Risk Committee. • Attended November Board Development Day. • Attended Psychology Conference. 		

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	<p>Jim Edgar</p> <ul style="list-style-type: none"> • Chaired January Digital Delivery Oversight Committee. <p>Michelle Miller</p> <ul style="list-style-type: none"> • Met with SCRA Accreditation Manager • Acknowledged and thanked the Head of Practice and Policy for his performance at the Parliamentary Committee. • Acknowledged and thanked the OHOV Development Worker and Chelsea Sutherley, Support Assistant for the SCRA Board Member Recruitment – Lessons Learned report which will be shared with Scottish Government. • Passed on her congratulations to Anela Anwar on her reappointment to the SCRA Board. 		
2.	Minutes/Committees		
2.1	Minute of meeting held on 13 December 2018 Agreed as accurate.		
2.2	Board Action log and Workplan The action log and workplan were reviewed.		
2.3	Matters Arising All matters arising are covered within the agenda.		
Reports			
3.	Finance & Resources		
3.1	<p>Budget Planning 2019/20</p> <p>The Head of Finance and Resources introduced the report recommending the Board note the draft budget plans for 2019/20 and asking the Board to comment on the key issues identified for Challenge and Review.</p> <p>Noted:</p> <ul style="list-style-type: none"> • At this stage the draft revenue cash settlement for 2019/20 only provides SCRA with the same level of cash resources as 2017/18. Without a significant increase in revenue funding it will not be possible to present a balanced budget to the Board in March 2019. Demands continue to increase in 		

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	<p>many areas of SCRA's business and it is essential that additional funding is secured to allow the recent gains in performance and stability to be consolidated and built upon.</p> <ul style="list-style-type: none"> • The continuing one year nature of funding settlements creates risks in setting the revenue budget for 2019/20 due to the uncertainty of funding from 2020/21. An updated five year Financial Plan will be presented to the Board in June 2019. <p>Issues arising during discussion:</p> <ul style="list-style-type: none"> • The work done negotiating with Scottish Government has been very valuable. We need to ensure continued transparency on both our needs and impact of resource constraints • We do not want to be disadvantaged financially due to good housekeeping and due diligence at our end. • We need to be as clear as possible about the 2018/19 year end position and how it is being deployed to release pressures in 19/20 and contribute to organisational sustainability. 		
3.2	<p>VER Business Case</p> <p>The Head of Human Resources introduced the report recommending the Board approve the Voluntary Efficiency Retirement/Voluntary Redundancy Business Case.</p> <p>Noted:</p> <ul style="list-style-type: none"> • SCRA is committed to no compulsory redundancies to March 2019 and expecting to negotiate a further extension to March 2020. SCRA's workforce has remained stable since the fifth round of Voluntary Exit Packages, which concluded in 2015. • In accordance with SCRA's Workforce Planning Strategy and the work being undertaken on Sustainability, this offer will only be made to, and applications approved from, management roles. SCRA is confident that it can achieve the above within the forecasted costs. 		

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	<p>Issues arising during discussion:</p> <ul style="list-style-type: none"> • While funding will not be required from Scottish Government, SCRA will need to share the proposal to ensure the offering is within Scottish Government policy parameters. • Redeployment of staff will be a short term measure and only if required as part of a wider equalisation exercise. Longer term will require looking at the sustainability work programme to even this out. • There may be implications for succession planning. • The purpose is not to save money but to push resources to other areas and re-invest in support to the role of the reporter and create career development opportunities following the successful deployment new digitally enabling technologies. <p>Agreed:</p> <ul style="list-style-type: none"> • To approve the Voluntary Efficiency Retirement/Voluntary Redundancy Business Case. 		
4.	Strategy and Planning		
4.1	<p>Business Plan 2019/20</p> <p>The Head of Strategy/OD introduced the plan recommending the Board approve the approach to allow further development of the Business Plan 2019/20.</p> <p>Noted:</p> <ul style="list-style-type: none"> • The purpose of the plan is to: <ul style="list-style-type: none"> ○ Set out the actions that will deliver SCRA's strategic outcomes and key priorities during the forthcoming year; ○ Outline the governance arrangements supporting the plan; and ○ Provide information about the ways in which SCRA will measure and monitor performance improvement. • The 2019/20 Business Plan will provide a detailed picture of how SCRA will seek to deliver the third and final year of its 3 year Corporate Plan 2017/20. 		

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	<ul style="list-style-type: none"> In developing the final plan, cognisance of the discussions at Challenge and Review will be taken <p>Issues arising during discussion:</p> <ul style="list-style-type: none"> The Head of Strategy will present the draft plan to policy colleagues within Scottish Government and seek feedback prior to a further Board review in March 2019 The plan refers to Digital Implementation then further on, preparation for and delivery of a new casework management system. There needs to be consistency in terminology. There is a feeling of tension between the 2 key focus items, it is important to show the connection between them. Sustainable service delivery requires a much higher focus. <p>Agreed:</p> <ul style="list-style-type: none"> To approve the approach to allow further development of the Business Plan 2019/20. 		
5.	Engagement and Participation		
5.1	<p>Modern Apprenticeship Programme in SCRA</p> <p>Sophie Henderson and Sophie Murphy discussed with the Board their experience in the MA programme and SCRA's commitment to giving young people a range of opportunities to gain employment experience in lots of different ways.</p> <p>Issues arising during discussion:</p> <ul style="list-style-type: none"> The MA programme is in its ninth year. Edinburgh has recently recruited a MA and continues to work with local partnerships. SCRA have been successful in getting other organisations interested in the MA Programme. The MA's have helped develop innovation and a focus of enhanced quality across SCRA The Board passed on their thanks to the Participation Officer and the MA's for the presentation. Board members thought that the format for the MAs input to the Board may have been quite stressful for them and were keen to 		

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	consider how to engage with and support the MAs in ways that didn't make them feel uncomfortable.		
6.	Research		
6.1	<p>SCRA Home Supervision Research</p> <p>The Information & Research Manager provided an update on the research project and a summary of the first five reports;</p> <ul style="list-style-type: none"> • Residence & Contact Conditions • Wellbeing outcomes for Children & Young People • Care Planning and interventions • Professional Trust & Relationships in Children's Hearings • Decision making in Children's Hearings <p>Issues arising during discussion:</p> <ul style="list-style-type: none"> • There has been an on-going concern around the looked after children's strategy. Detailed work has been conducted around home supervision and assembled into 8 separate SCRA Research papers. • The research proposal was originally presented to the Board in 2017 where methodology was agreed. • A qualitative approach was used including input from 14 focus groups, 5 Local Authorities, Social workers, Panel Members and reporters. Interviews were held with Young People and Parents. Help was also given from Local Authority advisory groups, Barnardos and Includem. • The report on Residence and Contact Conditions has highlighted the ability to use CSO's in a tiered approach, which is a strength of the Scottish system, despite being criticised previously. • The reports will be finalised after the Advisory Group meets in February and reviewed further by Scottish Government prior to publication. • The Board thanked the Information & Research Manager for the significant amount of work done to date and are keen to see the findings. 		

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7.	Equalities Network		
7.1	<p>LGBT Youth Charter – Update on progress</p> <p>The Press & Communications Manager provided the Board with an update on SCRA’s journey to complete the Foundation Level Charter. The presentation provided the following information;</p> <ul style="list-style-type: none"> • LGBT Youth Charter • What are we doing this • Getting started • Actions to date • What’s next? • How can Board Members get involved? <p>Issues arising during discussion:</p> <ul style="list-style-type: none"> • Early discussions are taking place around the reform of the Gender Recognition Act (2004), particularly implications in terms of practice and legal status of Young People. 		
	<p>Date of Next Meeting Wednesday 20 March 2019 at Ochil House, Stirling</p>		