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 Schaffer (**MS**) – Head of Practice and Policy

In attendance:
Pamela Armstrong (**PA**) – Governance Officer – Minutes

		Timescale	Action
1.	**Apologies:** Lawrie McDonald – Head of Digital		
2	**AOB** **New Email domain -** Scottish Government have asked us to stop using the scra.gsi.gov.uk domain by the end of June 2019. As a result we need to move to a new email domain. EMT have asked that the IT team pursue the use of the scra.gov.scot domain name. EMT to be kept up to date offline.		**LMcD**
3.	**Minute of previous meeting on 10 April 2019**. Agreed as accurate		
4.	**Matters Arising** **Staff Pay –** SD has received approval from Scottish Government to move forward with the 2019/20 pay offer. A JNCC will be arranged in the next couple ofdays.	**immediate**	**SD**
	Sustainability Review – This will be taken to the May National Partnership Forum for discussion with UNISON.	**immediate**	**NH**
	Joint Investigative Interviews – Transmission from Police Scotland to SCRA – An approach has been agreed at the April EMT meeting. Regular liaison sessions will be put in place with Senior Officers.		

5.	**Hearing Room Improvement Update** EM introduced the report recommending EMT; • Consider the options for completing the delivery of new-style hearing rooms across the country. • Utilise the 2019/20 budget of £50k to upgrade 4 hearing rooms (Ayr, Aberdeen 2, Dundee 1 & Arbroath). • Consider undertaking procurement exercises to establish frameworks for the delivery of the furniture, works and consultancy services to complete the upgrading of all Hearing rooms within a 4-5 year period. **Agreed:** • Utilise the 2019/20 budget of £50k to upgrade 4 hearing rooms (Ayr, Aberdeen 2, Dundee 1 & Arbroath).		
6.	**Minor Works** EM introduced the report asking EMT to:- • note the contents of the report and • approve the programme of priority works. • note the budget pressures identified and the proposal to manage the expenditure within overall Property budgets. **Noted:** • Within the capital budget for 2019/20 there is provision for £100K of expenditure on Minor Works. This budget line is intended for small works or minor improvements that are approved through the capital bid process and do not normally require a formal business case. • The Minor Works programme is primarily focused on work that has been identified during the course of repairs and maintenance activities and have been determined to require improvement, upgrading or replacement. • It is expected that the 2019/20 Minor Works budget will be fully spent across the various priority works identified. • Whilst higher than the allocated budget, some additional budget capacity to meet these costs are anticipated through 1) capital carried forward from 18/19 along		

	with 2) an expected underspend from within the wider Property programme. • During the course of each financial year, it is inevitable that expenditure will be required to address emerging faults or incidents. In the event of significant pressures emerging consideration will be given to whether the works prioritised can be deferred into next financial year. **Agreed:** • To approve the programme of priority works subject to SOM review and approval.		
7.	**Future of Connect** NH introduced the report advising EMT on issues around the future of the SCRA Shaprepoint site (Connect). **Noted:** • SCRA's intranet Connect was launched in April 2010. It was developed following a scoping exercise with external consultants in 2009. This was part of SCRA's Modernisation Programme. • The site is hosted on SCOTS and maintained by the Press and Communications Team. The site was updated once in 2014, when iTECS updated the system from Microsoft Sharepoint 2003 to 2010. • Over the years Connect has grown and been customised and we use all the available functionality. SCRA has one of the biggest Sharepoint sites on the SCOTS network. • iTECS have advised that the SharePoint server will be switched off in January 2020 as it is at the end of life. iTECS have no immediate plans to replace the platform with a newer, supported version of SharePoint. Therefore, Connect will no longer be available via this Sharepoint platform and an alternative solution is required. • An estimated cost of £20k has been assessed as likely		

	• A further report with options and costings will be submitted for consideration as soon as possible. **Agreed:** • The Comms and IT Team to further explore options and consider opportunities. • Further report to be brought to a future EMT meeting.		**MMcI/DR**
8.	**Audit & Risk Committee – Agenda** The agenda for the Audit and Risk Committee on 16 May was reviewed.		
9.	**Property KPI Update** EM introduced the report recommending the revised Property KPI alongside the existing KPI for an initial period to test its suitability and whether the expected benefits are achieved and to alter the frequency of reporting on the Property KPI from quarterly to annually. **Noted:** • SCRA's Property team currently produces a single KPI, used for both quarterly internal reports and as part of the externally published annual report. • The existing Property KPI no longer provides reliable and meaningful data to inform decisions and record the performance of SCRA's estate. • The current Property team KPI is a measurement of how the property estate as a whole performs against a range of measures based on Property Standards. • The original Property KPI attempted to allocate a percentage score against both offices and hearing centre accommodation although there were different considerations for each of these properties. • Going forward it is proposed to focus the Property KPI on our operational hearing centres and make use of more standard measures to look at the office accommodation and the estate as a whole.		

	• Project work undertaken as a part of the capital programme determines whether adjustments to how properties are scored by the KPI. Due to the lead times involved with project work, quarterly updating of the KPI is too frequent and it is proposed to move to an annual reporting basis.
	
	Issues arising during discussion:
	• While EMT welcomed the paper, discussion centred around the following;
	    o Are the weightings correct?
	    o Can we link back in with service users to confirm their views of the property?
	    o There is a potential impact on SCRA in relation to discussion with key partners, for example, Panel Members and there is a need to factor this in
	• There is an expectation that LRM's will take some responsibility for working locally with partners on overall progress.
	
	Agreed:
	• To approved the revised Property KPI alongside the existing KPI for an initial period to test its suitability and whether the expected benefits are achieved.
	• To alter the frequency of reporting on the Property KPI from quarterly to annually.		

10.	**Protected Time – EMT** Future monthly EMT meeting to be extended to the full day to accommodate full team discussions.	**Immediate**	**PA**
	Standing Items		
11.	**Digital Strategy Update – Organisational Readiness** TP and SD provided a verbal update. **Noted:** Business Readiness meetings continue to take place. The main issue is locality capacity to provide resource to test and become familiar with the system. Managers are being asked to take		

	their own responsibility for planning time release and tie in with SOM's if not able to accommodate. **Agreed:** Check with all localities what their plan is to release capacity.		**SOM's/SD**
12.	**Information Governance**		
a)	**Care Inspectorate – Transfer of Information** MS advised than an agreement has been reached between SCRA and the Care Inspectorate. A member of the IG team will send information to the Care Inspectorate and they will send on to Inspectors involved in fieldwork.		
b)	**IG Update** MS Introduced the Breach report which will be taken to the Information Governance Leads group. **Noted:** EMT are happy to note a continued downward trend in breaches.		
13.	**Practice & Policy**		
a)	**Court Management Network - Draft Minute** MS introduced the draft minute and reports from the recent Court Management Network. The minute covered the following; • Data Reports • Locality Use of Weekly Reports • Health and Wellbeing Survey • Delay • Locality Updates **Issues arising during discussion:** • Reports highlight locality issues i.e. frequency of callings, can help with identifying patterns and assist with guidance and training. • The information was felt to be rich with relevant detail and helpful in gauging a sense of issues from across the country		

b)	**PACE Resource Demands** MS provided a verbal update on new ways of working that are creating potential heavy resource demands. **Agreed:** • Determine which localities are working on the new phase of the PACE rollout. • Follow up with CELCIS on the changes and impact of the new programme on LRM's		**SOM's** **AH**
c)	**Feedback on Trainee Reporter Interviews** MS provided a verbal update. **Noted:** • Corrinne Carson and Emma Maidens have been appointed as Trainee Reporters. . • Support for the Accreditation Programme is required, especially in assessor time, particularly when considering the expansion in numbers of Assistant Reporters.		
14.	**New Risks** **Digital Capacity** – the amalgamated locality risk to be tracked through the Operational Risk Register.		
15.	**Forward Look** The forward plan was reviewed.		
	Date of next meeting Wednesday 05 June 2019 ay Ochil House, Stirling		