



SCOTTISH

CHILDREN'S REPORTER

ADMINISTRATION

Scottish Children's Reporter Administration Minute of Information Governance Leads held on Wednesday 13 August 2019 at Enterprise House, Stirling

Present: Alistair Hogg (Chair), Anne Marie McIntosh (in place of Kelly Campbell), Paul Harkness, Jacqui Stephen, Jenny West (in place of Lesley Siewert), Angela Mitchell, Alan Mulrooney (in place of Janet Robertson), Stephen Eodanable, Gillian Henderson, Gwen McNiven, Bruce Knight, Rosemary McCracken, Helena Watson (via Skype)

		Timescale	Action
1.	Apologies: Donald Lamb, Nicola Baird, Ed Morrison, Pamela Armstrong		
2.	<p>Any other Business</p> <ul style="list-style-type: none"> AH asked if the group felt that SOM's should attend the meeting, it was felt that it might be helpful for them to attend next meeting. <p>JII & VII (Joint Investigation Interview & Visual Investigation Interview)</p> <ul style="list-style-type: none"> BK & GB are working on practices of processes for signing in and out of memory sticks/pen drives. Funding was secured from Scottish Government to purchase the memory sticks, and these will be distributed to localities. Once these are all used, localities will need to purchase, (via Amazon - approx. £25 each). This process is to start 2nd September, 3rd parties will need to sign disclosure receipt, returning the memory sticks 14 days after proceedings concluded. BK is creating drives for the information to be copied to from police pen drives. <p>Over 18's retention</p> <ul style="list-style-type: none"> SE is to submit a paper to EMT regarding the retention of over 18 files, once this has been approved it will be circulated to IG Leads. <p>Envelopes</p> <ul style="list-style-type: none"> Hearing papers are to go out in plastic window envelopes, these have now been sourced – these are pre-printed but require a template to be created. Localities to contact Michelle Hamilton. <p>List of offences</p> <ul style="list-style-type: none"> DL to provide Snr Prac. with offence list for checking. 	<p>02.09.19</p> <p>immediately</p>	<p>BK</p> <p>ALL</p> <p>SE</p> <p>ALL</p> <p>DL</p>

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3.	<p>Minutes of last Meeting (14 May 2019)</p> <p>Agreed as accurate – with action point for a guidance for the retrieval of papers to be written. SE to write a briefing sheet.</p> <p>Cyber Security Training</p> <ul style="list-style-type: none"> Just over 70% have completed this, some staff have had issues with the e-learning programme, contact Eden Denham or HR helpdesk, if this continues. BK will get an updated report of staff still to complete the training and send it out to Managers. All new starts to complete this training. <p>New Domain Name</p> <ul style="list-style-type: none"> This has been extended and there is no confirmed date for this yet. BK will circulate once a date has been confirmed. Localities will be responsible for notifying agencies that they correspond with. It was suggested that once BK confirms this, a footer could be added to emails to advise change and date of change. <p>Breach Management</p> <ul style="list-style-type: none"> Please use correct forms which are on Connect, some localities still using old forms, please delete these from your drives. Remember to copy in breach mailbox. <p>Lessons Learned Briefing.</p> <ul style="list-style-type: none"> I&R team to update Lessons Learned Briefing sheet. 	immediately	<p>SE</p> <p>BK</p> <p>ALL</p> <p>BK</p> <p>ALL</p> <p>ALL</p> <p>GH</p>
4.	<p>Audit and Risk Committee (ARC) report.</p> <ul style="list-style-type: none"> AH to report to ARC, and would welcome feedback or information from IG Leads, in particular looking for feedback on low risk breaches. In the report there is a number of breaches with the source of the fault being unknown. PH feels that a disproportionate amount of time is spent on low risk breaches, time consuming investigating – whilst he stresses to agencies the importance of accurate data – it isn't making a difference with LA or Police. RM has had a meeting with Senior Social Work to address the accuracy of data, and this seems to have helped. There are concerns about naming and shaming LA's as we still need to work with them. It would be of benefit to speak to LA SIRO's as a next step. 		

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	<ul style="list-style-type: none"> • SCRA SIRO to write to GCC SIRO about consequences of SCRA receiving inaccurate addresses from Glasgow SW. • AH acknowledged all the unseen work that goes into SAR's, FOISA & PVG requests. • GH raised concerns about Disclosure Scotland and feels there is a need for dialogue around the questions being asked for PVG checks. • AH mentioned the Disclosure Bill that is beginning in Scottish Parliament – which will give significant improvements if this goes through. 		GH/AH
5.	<p>Training</p> <ul style="list-style-type: none"> • GDPR E-Learning refresher training is being developed, slight delay due to new platform on E-Learning site, this will hopefully be in place for the end of October and must be completed by all staff by the end of March 2020. • Next Data Protection training is for Reporters and will focus on the child as the data subject, this is due to start in September. This training will be adapted and delivered to Support Admin in the next phase of DP training. • Please contact I&R team with any new starts so that GDPR training can be given. • Managers Training – Survey AM raised concerns and would have appreciated links to policies. EMT have requested feedback on the impact of the training and a survey was felt to be the best way to do this and remind Managers of the retention policy regarding staff records. SCRA's Record of Processing Activities – is a reference point for this. Please remind Managers to complete the survey, 	Sept - Dec	<p>CC</p> <p>Reporters</p> <p>CC</p> <p>ALL</p>
6.	<p>Information Sharing – Solicitors</p> <ul style="list-style-type: none"> • The Q&A paper is the minimum standard, if localities have something in place that goes further than the minimum standards they can keep this in place. • SE to update guidance and then a link can be forwarded to solicitors. We need to have consistency in the application of the policy, so all localities are adhering to guidance, as many solicitors now work across localities. 		SE
7.	<p>Information Sharing protocol with Local Authorities</p> <ul style="list-style-type: none"> • Agreement has been sent to SOLAR group and they have come back adding in extra clauses. We are trying to keep agreement to a minimum. SOLAR group – main contact is on leave of absence, SE is trying to get another contact to finalise. At present unable to issue a timescale when this will be agreed and finalised. 		SE

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8.	<p>Improvement plan for recording information.</p> <ul style="list-style-type: none"> Discussions with all managers in organisation, suggestions and ideas were gathered and Joe Hamilton has put together a package to be delivered by Snr Prac's. 		
9.	<p>Retention of court related documents</p> <ul style="list-style-type: none"> DL has issued a document. Gill Short looking at how long documents are being kept. We need to justify holding information. There have been a number of discussions on what is migrated to new system. PQN – identified there is a tendency to hold onto information, but we require justification on holding it. 		
10.	<p>Non-Disclosure Lists – Accuracy and frequency</p> <ul style="list-style-type: none"> We share these lists with LA who are supposed to share with NHS, however this hasn't been happening. NHS receiving list from SCRA, who felt ND associate should be on list, we will not provide this unless there is justification to do so. There are concerns over the accuracy of these lists, DL issues the lists which need to be checked and rectified by localities, so that when the list is re-run it is correct. Need to review the lists provided and who we share with. Issues of accuracy were highlighted in case sampling, particularly around Rule 16. Reports are issued fortnightly and must be checked. AM to check with DL who is receiving Inverclyde's list as they say they are not getting it. 		
11.	<p>Examples of good locality practice or issues arising</p> <ul style="list-style-type: none"> GH - impressed at the pro-activeness of localities following up on breaches. AH asked everyone to think of good practices for next meeting. 		
	<p>Date of Next Meeting Tuesday 15 October 2019 – Ochil House, Stirling @ 13:30</p>		