Present (by video conference)

Paul Mulvanny	Senior Operational Manager (East and Central)
Lisa Bennett	Head of Strategy and Organisational Development
Ed Morrison	Head of Finance and Resources
Neil Hunter	Principal Reporter/Chief Executive (Chair)
Alistair Hogg	Head of Practice and Policy
Tom Philliben	Senior Operational Manager (East and Central)
Helen Etchells	Senior Operational Manager (West and North)
Susan Deery	Head of Human Resources

		Timescale	Action
1.	**Apologies** None		
2.	**AOB** None		
3.	**MOLM - 08 April 2020**		
4.	**Matters Arising** **a) Staff Pay** • An interim pay award will be included with the May pay. The rest of the pay submission will be reviewed in due course. **b) Business Continuity** • Discussion between CHS and SCRA is ongoing around the suggestion of a 'reserve' fourth Panel Member to support virtual hearings and in particular access to papers needs to be discussed and resolved. • Reporting is crucial in terms of providing an evidence base if requiring an extension to emergency legislation. SOMs to tie in with data team. **c) Business Plan** • Leads have provided input. A draft report will be sent to EMT offline for review and comment.	**May 20**	AH SOM's LB

	d) Management Development • On hold due to the current covid situation. Proposals and ideas are still being collected and will be implemented when appropriate.		**LB**
5.	**Facilities Management Contract** EM introduced the report asking EMT to; • Note that the tender process for FM services has been concluded and a formal tender recommendation report will be submitted to the Principal Reporter by the Procurement team. • Note that the revised contract arrangements are expected to be managed within the revenue budget allocation for 2020/21. It now proposed to proceed with initial 5 year contracts with FES effective from 1 May 2020. **Issues arising during discussion:** • EMT are happy with the contractor and the continuity that this offers. The longer term length of the contract is helpful. It provides assurance going forward in terms of capacity and quality based on experience to date.		
6.	**Alloa Lease Renewal** EM introduced the report asking EMT to: • Note the current position in respect of the lease expiry. • Confirm that Alloa remains the preferred location for SCRA's Clackmannanshire hearing centre and to progress negotiations for a new lease. **Issues arising during discussion:** • Moving forward we need to ensure connectivity and factor in the ability to perform virtually. EM to confirm Alloa position regarding digital capability/connectedness. • It is important to keep all outreach centres under review in terms of connectivity. **Agreed** • Alloa remains the preferred location for SCRA's Clackmannanshire hearing centre and to progress negotiations for a new lease.	**May 20**	**EM**

7.	**Dalkeith Lease Extension** EM introduced the report asking EMT approve a one year extension of the lease to Spur Projects Ltd. Approved by EMT		
8.	**Corporate Procurement Strategy** EM introduced the report asking EMT to approve SCRA's revised Corporate Procurement Strategy in line with the Procurement Reform (Scotland) Act 2014 (the Act) which further aligns SCRA with Scottish Public Sector best practice. **Issues arising during Discussion:** • The annual report in June will provide further information. **Agreed:** • To approve SCRA's revised Corporate Procurement Strategy in line with the Procurement Reform (Scotland) Act 2014 (the Act) which further aligns SCRA with Scottish Public Sector best practice.		
	Standing Items		
9.	**Digital Programme** **a) Organisational Readiness** • TP/SD/LMcD have discussed roll out proposals. Further meetings are planned to continue discussions. • Focus has rightly been on business continuity but now requires to move back to CSAS roll out. • Options around learning and the complexity of homeworking require further discussion and tie in with UNISON. • We need to engage with managers to address proposals and mitigations around the move to CSAS. • CMS is rapidly approaching end of life and does not offer us the flexibility or capacity to address recovery • EMT workshop to be arranged to define a list of proposal and design options. **b) Data Migration programme** • Work is being done to get data in to good shape for migration. The data needs to be of the best quality for the immediate go live period of circa 13,000 cases	**ASAP**	**SD** **SOM's** **PA**

	c) DDOC/DDB
	• Next DDB will be held 20th May
	• Next DDOC will be held 26th May
	
	d) Capacity planning
	• Are we content the CSAS platform is ready for deployment? Staff availability and preparedness is a huge opportunity and challenge. It is important to get info out to managers ASAP so they can factor capacity into their planning.
	
	e) Communication and Operational update
	• An update will be provided at a future meeting.
	
	f) CSAS External Mailbox Structure
	PM introduced a paper on CSAS external mailbox structure, asking EMT to consider what approach should be taken in relation to the design requirements.
	• There is an opportunity to reshape how we manage mailboxes. Propositions may include;
	    ○ as is, or
	    ○ different structure staring with locality structure.
	• Once agreed we can start to test with managers and partners.		

10.	**Information Governance** An update will be provided at the next meeting.	**Jun 20**	**AH**
11.	**Practice and Policy** An update will be provided at the next meeting.	**Jun 20**	**AH**
12.	**New Risks** No new risks identified. .		
13.	**Forward Look** A summary of key meetings over the next month was reviewed.		
	Date of Next meeting; Wednesday 03 June 2020 by Vscene		