



SCOTTISH

**CHILDREN'S REPORTER**  
ADMINISTRATION

**Scottish Children's Reporter Administration**  
**Executive Management Team**  
**02 September 2020, by Skype**

**Present** (by video conference)

|                  |   |
|------------------|---|
| Neil Hunter      | Principal Reporter/Chief Executive (Chair)      |
| Paul Mulvanny    | Senior Operational Manager (East and Central)   |
| Lisa Bennett     | Head of Strategy and Organisational Development |
| Alistair Hogg    | Head of Practice and Policy                     |
| Helen Etchells   | Senior Operational Manager (West and North)     |
| Susan Deery      | Head of Human Resources                         |
| Ross MacKenzie   | Finance Manager (Item 7)                        |
| Pamela Armstrong | Governance Office (Minute)                      |

|           | <b>Item</b>   | <b>Timescale</b> | <b>Action</b> |
|-----------|---|------------------|---------------|
| <b>1.</b> | <b>Apologies</b><br>Ed Morrison, Head of Finance and Resources  |                  |               |
| <b>2.</b> | <b>AOB</b><br>None  |                  |               |
| <b>3.</b> | <b>MOLM - 05 August 2020</b><br>Agreed pending amendments discussed.  |                  |               |
| <b>4.</b> | <b>Matters Arising</b><br>Covered within the agenda.  |                  |               |
| <b>5.</b> | <p><b>The Promise</b><br/><b>NH Introduced the paper recommending EMT</b></p> <ul style="list-style-type: none"> <li>Agree the formation of a Promise Delivery Team</li> </ul> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>The Independent Care Review (ICR) reported to the First Minister in February 2020. The Scottish Government have accepted in full the recommendations of the Promise. SCRA were significantly involved in the work of the ICR through the Justice and Care work stream and the Human and Economic costs programme.</li> <li>SCRA supports the findings of the Care Review and has made a commitment to delivering the Promise. The Principal Reporter in his <a href="#">letter to the Chair of the Review</a> and in SCRA's initial public comments on the Promise confirm this.</li> <li>The ICR emphasises the continued support in Scotland for the founding principles of the Hearing System and calls for alignment of</li> </ul> |                  |               |

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|           | <p>Kilbrandon principles with Care Review values and the need for these to be the guiding light of the Hearing system in the future.</p> <ul style="list-style-type: none"> <li>• SCRA needs to be in a position to engage dynamically and constructively with and in response to the programme and approach of the Promise as it emerges.</li> <li>• At this stage it feels necessary for SCRA to pull together a single team to focus on the Promise and how we will deliver on its recommendations, develop new or strengthen existing partnership arrangements and the engagement of children and young people’s views and experience and report on progress internally and externally – initially over the next 3 year period and potentially beyond that.</li> <li>• SCRA has committed to delivering the Promise. There is a clear expectation that we make tangible progress and form strong enduring relationships with key aspects of the Promise structure – agreeing areas of immediate priority and focus and working together with a range of stakeholders in pulling together a programme of work. EMT will be supportive of future need for organisational time, support and where necessary resources.</li> </ul> <p><b>Issues arising during discussion:</b></p> <ul style="list-style-type: none"> <li>• The first ask of new internal team will be to convey the message of The Promise.</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• The formation of a Promise Delivery Team</li> <li>• EMT to circulate The Promise paper to teams.</li> <li>• LB/AH take leadership role of the Promise Team and agree reporting arrangements into EMT</li> </ul> | <b>Oct 20</b> | <b>EMT</b><br><b>LB/AH</b> |
| <b>6.</b> | <p><b>OHOV Stirling Lease</b></p> <p>NH introduced the report recommending EMT approve OHOV continuing in occupation of Office 36, Enterprise House by way of a new 12 month lease, subject to final confirmation and any approval from Scottish government as required</p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• Our Hearings, Our Voice (OHOV) is a multi-agency planning group whose membership includes the Scottish Children’s Reporter</li> </ul>  |               |                            |

|  | Item  | Timescale | Action |
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|  | <p>Administration (SCRA), Children’s Hearings Scotland (CHS), CELCIS, Young Scot, Quarriers, Includem, Who Cares? Scotland and Barnardo’s. These organisations have been working together since 2015 to develop a board of children and young people for the Children’s Hearings System.</p> <ul style="list-style-type: none"> <li>• Due to pressures on space use within SCRA’s office, it has not possible for space to be provided to allow the OHOV team to carry out their work in an appropriate setting.</li> <li>• Staff recruitment to OHOV was originally on the basis of the office being in the Stirling area, and at the time the lease of Enterprise House was entered into, no suitable space was available in the SCRA estate. This remains the current position.</li> <li>• There is still no suitable space available in Ochil House that could be used to provide OHOV with accommodation. There is an ongoing project to look at space utilisation in Ochil House which may in due course identify/create suitable space. However, the current COVID-19 pandemic has created significant delays with this project and together with other significant operational pressures.</li> <li>• The occupation costs of Enterprise House are relatively low, and relocating would incur additional costs in terms of data provision, removal costs etc., together with any costs in respect of redecoration etc. that might be required.</li> </ul> <p><b>Issues arising during discussion:</b></p> <ul style="list-style-type: none"> <li>• Future property reports will require further scrutiny as we look at the estate and investment/reinvestment as a result of covid and requirements for office and hearing facility space.</li> <li>• OHOV requires sense of security and belonging.</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• To approve OHOV continuing in occupation of Office 36, Enterprise House by way of a new 12 month lease, subject to final confirmation and any approval from Scottish government as required.</li> </ul> |           |        |

|                       | Item   | Timescale | Action |
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| 7.                    | <p><b>Budget Monitoring 2020/21</b><br/>The Finance Manger introduced the report which will be presented to the September Board.</p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• This report provides a summary of SCRA’s financial position for year to August 2020 and forecast (based on July results) for the full year 2020/21.</li> <li>• The report focuses on the following areas: <ul style="list-style-type: none"> <li>○ Revenue</li> <li>○ Efficiencies</li> <li>○ Core Capital</li> <li>○ Digital Delivery</li> </ul> </li> <li>• There is a significant COVID-19 impact on the revenue and capital budget plans. EMT has reprioritised budgets to meet this challenge and the Scottish Government have provided very welcome additional funding.</li> </ul> <p><b>Issues arising during discussion:</b></p> <ul style="list-style-type: none"> <li>• EMT welcomed the opportunity to deploy resources where needed across the rest of the financial year.</li> <li>• The Finance Manager and Head of HR are meeting this week to discuss staffing requirements.</li> </ul> |           |        |
| <b>Standing Items</b> |  |           |        |
| 8.                    | <p><b>Digital Programme</b></p> <p>a. <b>Organisational Readiness</b> – There is a growing numbers off staff who can be engaged and have been trained in CSAS. Staff requiring additional support with CSAS training are being identified. The CSAS Hub will be launched on CONNECT this week.</p> <p>b. <b>DDB/DDOC</b> – Work is ongoing on the governance arrangements post MVP.</p>  |           |        |
| 9.                    | <p><b>Information Governance</b><br/>AH provided the following update:</p> <ul style="list-style-type: none"> <li>• The ICO have requested additional information on one of the breaches self-reported last week. The increase in the number of breaches is reflective if staff returning to offices and an increase in subsequent workload and handling of paper.</li> </ul>  |           |        |

|            | <b>Item</b>   | <b>Timescale</b> | <b>Action</b> |
|------------|---|------------------|---------------|
| <b>10.</b> | <p><b>Practice and Policy</b></p> <p><b>a) Raising the age of referral</b><br/>           AH introduced the feedback from the questionnaire issued to staff on the Scottish Government's Consultation on Raising The Age of Referral to The Principal Reporter</p> <ul style="list-style-type: none"> <li>• There was a very low return rate and some answers required a narrative</li> <li>• The returns are helpful and generally reassuring, and open up discussion.</li> <li>• Some work has already started and information is coming from a number of groups.</li> <li>• A 1/2 hr workshop with interested Board members to be arranged.</li> </ul> <p><b>b) General Updates.</b></p> <ul style="list-style-type: none"> <li>• Siblings Rights - amendments went through last week. The next stage is a core details piece of work which will be conducted in a considered way over a period of time</li> <li>• Sentencing of Young People - The SCRA response has been submitted and has been shared with other organisations who are supportive.</li> </ul> |                  |               |
| <b>11.</b> | <p><b>New Risks</b><br/>           While no new risks were identified, vulnerability around The Promise was discussed.</p> <p>Meetings have been set up with all EMT to review both the strategic and operational risk registers, ahead of the November Audit and Risk Committee.</p>   |                  |               |
| <b>12.</b> | <p><b>Forward Look</b><br/>           A summary of key meetings over the next month was reviewed.</p>   |                  |               |
|            | <p><b>Date of Next meeting;</b><br/>           Wednesday 07 October 2020 by Skype</p>   |                  |               |