



SCOTTISH

CHILDREN'S REPORTER
ADMINISTRATION

Scottish Children's Reporter Administration
Executive Management Team
08 July 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
Ed Morrison	Head of Finance and Resources
Alistair Hogg	Head of Practice and Policy
Helen Etchells	Senior Operational Manager (West and North)
Susan Deery	Head of Human Resources
Pamela Armstrong	Governance Office (Minute)

	Item	Timescale	Action
1.	Apologies None		
2.	AOB None		
3.	MOLM - 03 June 2020 Agreed as accurate.		
4.	Matters Arising a. Alloa Digital Capability - ongoing review. Alloa to be provided with a Blackberry to operate off a hotspot. b. ARC Multi agency research group, SCRA Representative? EMT to consider id any staff show an interest in Youth offending and get back to AH		
5.	Covid 19 EMT will attend a workshop this afternoon where a general COVID 19 update will be given.		
6.	VC Estate Replacement Proposal EMT have provided offline approval for the purchase of replacement VC units for sites. Purchase will be from framework provider Computacenter to assure best value. Deployment services for large units will also be sourced via Computacenter.		

7.	Hearing Room Laptops EM introduced the Capital Proposal which has been circulated to and approved offline by EMT. <ul style="list-style-type: none"> • Capital funding for this proposal will be from re-allocated 2020/21 capital budget and/or 2019/20 carry forward. • EMT note the concerns raised by LMcD <ul style="list-style-type: none"> ○ This is not only a significant capital cost but an ongoing revenue one ○ Some of the longer term plans we had need to be revisited, reviewed and if still desirable accelerated. 		
8.	Recovery Planning <ul style="list-style-type: none"> • HE circulated the plan to EMT who are supportive of the approach. • The plan has been shared with CHS and SG for review and comment. • An evolved approach will be presented to the Board at the August update meeting. • The detail of the plan will be discussed further this afternoon 		
9.	Internal Audit Plan <ul style="list-style-type: none"> • Potential Covid 19 review, possibility to be conducted in block 2. • Fraud risk workshop to be arranged, date and participants to be confirmed. Membership of Fraud group to be refreshed • Quality management moving to block 3 - opportunity to discuss further nearer the time. • Risk workshop - feedback and outputs from meeting received will be discussed with BDO • FOI and sustainability, EM to discuss if this can be conducted in Sep 20, with Internal Audit 	Aug	EM
10.	Internal Audit Recommendations An interim update will be presented to the November 20 Audit & Risk Committee. EMT are asked to provide updates on items close to closure. Set up couple of hours to go through. EMT Workshop to be arranged.	Aug 20	PA/EMT
Standing Items			
11.	Digital Programme		

	<p>a. Organisational Readiness - Model office requires further business process discussion. Business process optimisation will be discussed further at the recovery workshop.</p> <p>b. Data Migration programme - One severity 2 and some severity 3 bugs have emerged These are currently being worked through There is a meeting this week in relation to go/no go.</p> <p>c. DDOC/DDB -DDB was held yesterday. DDOC paper on 20/21 spend is ready for submission. Digital hearing room investment is included in proposal.</p> <p>d. Communication and Operational update – We are currently in week two of the Vanguard model and are on track. Training materials are in place. Staff to be allowed protected time to be able to do CSAS learning.</p>		
12.	<p>Information Governance AH provided the following update:</p> <ul style="list-style-type: none"> • ND breach in Ayrshire has been self-reported to the ICO. EMT will be advised of the response. 		
13.	<p>Practice and Policy AH provided the following updates;</p> <p>a) Raising the age of referral to the PR – Consultation timeline</p> <ul style="list-style-type: none"> • Survey has been issued to staff and views will be gathered throughout July. • AH to consider if a small project team to do developmental work would be sustainable? • NH to discuss with the chair how best and when to engage with Board members. Possibly after staff views have been gathered and focus groups held? <p>b) UK Supreme Court ruling ABC v Principal Reporter and the case of XY</p> <ul style="list-style-type: none"> • SG intending to legislate on this. SCRA to consider how best to protect the rights of siblings. <p>c) Virtual Hearings EHRIA</p>		<p>AH</p> <p>AH</p> <p>All</p>

	<ul style="list-style-type: none"> AH to issue latest version to EMT for review and comment. 		
14.	<p>New Risks</p> <p>While no new risks were identified existing risks will require a review to ensure they take into consideration the following factors;</p> <ol style="list-style-type: none"> Covid crisis Implementation of new technology Recovery. 		
15.	<p>Forward Look</p> <p>A summary of key meetings over the next month was reviewed.</p>		
	<p>Date of Next meeting; Wednesday 05 August 2020 by Skype</p>		