

**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
Susan Deery	Head of Human Resources
Ed Morrison,	Head of Finance and Resources
Helen Etchells	Senior Operational Manager (West & North)
Alistair Hogg	Head of Practice and Policy
Pamela Armstrong	Governance Office (Minute)

	Item	Timescale	Action
1.	<b>Apologies</b> Lawrie McDonald, Head of IT		
2.	<b>AOB</b> <b>Funding Opportunity</b> – AH to discuss further with SG the proposal to consider the funding of additional recourse to assist the virtual hearings team.  <b>Underspends</b> – EMT to consider to any underspends and feed back to EM.		
3.	<b>MOLM - 02 December 2020</b> Agreed subject to changes discussed.		
4.	<b>Matters Arising</b> All items covered within the agenda.		
5.	<b>SCRA Business Plan 2021-22</b> Reviewed under item 10.		
6. a)	<b>Internal Audit</b> <b>Internal Audit Recommendations</b> Workshop to be arranged to discuss the historical and new actions.	Feb 21	<b>PA/EM</b>
7.	<b>Stirling Lease Renewal</b> Agreed offline.		

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8.	<p><b>2020/21 Staff Pay</b></p> <ul style="list-style-type: none"> <li>SD provided a verbal update advising the outstanding elements of the pay claim have now been approved by the SG pay policy team.</li> <li>EMT agreed to move forward with the original proposal.</li> </ul>		
9.	<p><b>January Board Agenda</b></p> <p>Draft reports were reviewed ahead of the meeting on Wednesday 20 January.</p>		
10.	<p><b>Digital Programme</b></p> <p>NH provided an update</p> <p>a) <b>CSAS Transition programme</b></p> <ul style="list-style-type: none"> <li>All 9 localities have now fully transitioned to CSAS</li> <li>There remains significant consolidation and stabilisation work to do across the service as individual staff members and the organisation as a whole become more familiar, confident and competent in operating CSAS.</li> </ul> <p>b) <b>CSAS plus sprints</b></p> <ul style="list-style-type: none"> <li>CHS and SCRA have commissioned 4 additional development sprints from the supplier in order to address some immediate functional changes and priority developments including; <ul style="list-style-type: none"> <li>Allowing SCRA to schedule Hearings with Panel Members out with Locality/AST boundaries</li> <li>Allowing scheduling of different hearing types</li> <li>Developing the integration of video conferencing within the joint CSAS platform to replace current arrangements which rely on unconnected components</li> </ul> </li> </ul> <p>c) <b>Virtual hearings</b></p> <ul style="list-style-type: none"> <li>The Programme Director is leading fast paced work to scope and deliver short term improvements to the SCRA virtual hearings capability. Our current platform has attracted a high degree of criticism on its reliability and limited functionality. We have been tethered to this platform as a result of our reliance on the SCOT's network which until recently did not offer viable video conferencing alternatives. Some rapid tests of concept of alternative approaches and a more integrated offering, involving a</li> </ul>		

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	<p>considerable step up in technical/operational support to Hearing Chairs and Reporters during the hearing proceedings will also feature. SCRA are identifying ways to immediately boost our Virtual Hearings support offering, sustainable over the next 12 -18 months.</p> <p><b>d) Change Control/Future Governance</b></p> <ul style="list-style-type: none"> <li>• The revised joint governance arrangements across CHS and SCRA were approved by the Board in December 2020. Digital Boards for CHS and SCRA are now being put in place and will define and scope future business needs and investment across the 2 bodies. This will link to a single Change Control Board which will assess and oversee development of the CSAS platform, ensuring cohesion with the established design principles, technical architecture and cyber security. A revised joint Digital Delivery Board will remain, reporting to the CHS/SCRA Board led Oversight Committee.</li> </ul> <p><b>e) DDB/DDOC</b> Next meetings of both are scheduled in February.</p>		
11.	<p><b>Covid 19</b> NH provided an update</p> <p><b>a) Business Continuity</b></p> <ul style="list-style-type: none"> <li>• With the extension and tightening of restrictions since 26 December and the issuing of a further lockdown on 4<sup>th</sup> January SCRA have now returned to a business continuity phase and there are immediate challenges to the day to day operations of the children’s hearing system. EMT held an unscheduled urgent meeting on the evening of 4 January to look at the immediate implications of the First Ministers emergency statement to Parliament.</li> <li>• We are currently reviewing what if any changes to our prioritisation arrangements may be required. Our immediate priorities are based around ensuring we can manage <ul style="list-style-type: none"> <li>○ Child Protection Orders</li> <li>○ CSO’s extended by the emergency COVID legislation and due for review/expiry</li> </ul> </li> </ul>		

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	<ul style="list-style-type: none"> <li>○ Children's cases where grounds are established/accepted and there is agreed urgency for a hearing to take place</li> <li>○ ICISO's due for review or expiry</li> </ul> <p><b>b)</b></p> <p><b>Recovery Plan</b></p> <ul style="list-style-type: none"> <li>● We are in regular touch with Scottish Government officials and CHS and the multi-agency Children's Hearings Recovery Group continue to meet weekly to review arrangements across partners and consider mitigations and necessary singular or joint developments.</li> </ul>		
<b>12.</b>	<p><b>Information Governance</b></p> <p><b>a) Draft FOI Policy</b> AH introduced the draft SCRA Freedom of information policy. The policy clearly sets out the following:</p> <ul style="list-style-type: none"> <li>● Requests for information</li> <li>● Recognising requests</li> <li>● Responding to requests</li> <li>● Exemptions</li> <li>● Vexatious or repeated requests</li> <li>● Reviews</li> <li>● SCRA's publication scheme</li> <li>● Exemptions from publication</li> <li>● Operation of SCRA's publication scheme.</li> </ul> <p><b>b) December 2020 Breach Report</b> AH introduced the report which will be presented to the February Audit &amp; Risk committee. During the month of December SCRA had 19 breaches. 14 of these breaches occurred in offices using CSAS and of these 3 involved Non-Disclosure cases.</p> <p><b>c) General Update</b> The issue around the return of panel papers by panel members has been addressed in the interim by the return of use to Objective Connect for the issue of papers, by localities.</p>		
<b>13.</b>	<p><b>Practice and Policy</b> AH advised that while there is a lot of activity around a number of policies relating to children and young people, the main focus is still on Covid 19.</p>		
<b>14.</b>	<p><b>New Risks</b> None identified</p>		

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<b>15.</b>	<b>Forward Look</b> A summary of key meetings over the next month was reviewed.		
	<b>Date of Next meeting;</b> Wednesday 03 February, by Skype		