

Present

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

	Item	Timescale	Action
1.	Apologies Lawrie McDonald		
2.	AOB Operational Readiness and Virtual Hearings Team Resources. SD introduced a paper recommending EMT; <ol style="list-style-type: none"> 1. Approve additional resources to support the implementation of the Standard Operating Model and conclude the support and training required from the implementation of CSAS; 2. Approve additional resources to lead the Virtual Hearings Team during the transition phase to Localities. Agreed: <ul style="list-style-type: none"> • To approve these elements of additional resource to support the Organisational Readiness and Virtual Hearings Teams. 		
3.	Minute of Previous Meeting – 05 May 2021 Agreed		
4.	Matters Arising a) CSAS data quality LB provided a verbal update. <ul style="list-style-type: none"> • Paper A - CSO reporting - focuses on hearing decisions and active orders. We have seen improvement since exercise started and shows support for identifying and rectifying errors with workarounds. The issue is user error which will reduce over time. A short life working group would be useful to bring in different perspective, also for 	Aug	LB

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	<p>ND. This will be taken to the Aug ARC. Is there some development required for a solution rather than a workaround?</p> <ul style="list-style-type: none"> • Paper B - focuses on ND. DL is creating double check reports. <p>Agreed:</p> <ul style="list-style-type: none"> • The creation of a single short life working group to include operations, practice etc. It will bring in various perspectives. Helpful for IT to be aware of the change process. Chair to be confirmed. LB will get group set up and produce recommendations. 	Aug	LB
5.	<p>Glasgow 4th Floor EM provided a verbal update.</p> <ul style="list-style-type: none"> • The property team have been gathering views on the use of the 4th floor between now and 2024. • It would be helpful to have a good sized space to hold meetings with partners. • HE will circulate questions for further discussion in July. 		HE
6.	<p>Minor Works EM introduced the report asking EMT to approve the programme of priority works and to note the additional works identified and consider whether capital carried forward from 2020/21 can be allocated to the minor works budget.</p> <p>Noted:</p> <ul style="list-style-type: none"> • It is expected that the 2021/22 Minor Works budget will be fully spent across the various priority works identified. • During the course of the year, there is potential for building systems and components to fail and require upgrading or replacement. A proportion of the overall minor works budget is unallocated at this stage to allow for such emerging works. • In the event that the full carry forward request cannot be accommodated, a prioritisation exercise will be undertaken to focus on the highest priority items. <p>Agreed:</p> <ul style="list-style-type: none"> • To approve the programme of priority works outlined at Appendix A of the report. • To agree capital carried forward from 2020/21 can be allocated to the minor works budget. 		

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	Standing Items		
7.	<p>Digital Programme</p> <p>a) RAVHI – update LMcN provided an update.</p> <ul style="list-style-type: none"> • LMcN has begun detailed work on surveys and on overview of what resourcing should look like. • 60-65% hearings are conducted through RAVHI. • PM feedback is positive. (6% unhappy) SE are outliers and don't like the approach. • Large support from a wide range of participants happy for the continuation of virtual hearings. • CSAS training requirements have been identified which will be passed on to the OR team. • The platform stable and robust. One significant outage, only one PM that could not attend and no evidence of drop outs. • Consider how to expand central resource then how to expand out to localities early 2022. <p>b) Change Control Board Arrangements</p> <ul style="list-style-type: none"> • NH to discuss with LMacD <p>c) Digital Programme – 2021/22 Aims and Objectives</p> <ul style="list-style-type: none"> • NH will create ToR <p>d) DDB/DDOC and post MVP Governance Arrangements</p> <ul style="list-style-type: none"> • Final meeting to be held in August. 		<p>NH/LM acD</p> <p>NH</p>
8.	<p>Covid 19</p> <ul style="list-style-type: none"> • Some localities are experiencing difficulty linking rooms for hybrid hearings. HE will discuss this issue offline with Donna Redfern • Social distancing measures are causing issues with face to face hearings. We will discuss further with CHS the priority of having three Panel Members in a room. • Some questions have been raised around PHS advice. HE will discuss this with SD and respond via FAQ's 		HE/SD
9.	<p>Keeping the Promise</p> <p>a) SCRA internal Team and Governance proposal LB provided the following update;</p> <ul style="list-style-type: none"> • The Internal Governance structure will provide a solid mechanism for delivering / keeping the promise through the development and enactment of a clear and agreed vision, detailed plans, full engagement and the ability to evidence work and improvement. 		

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	<ul style="list-style-type: none"> • We will be using the internal ‘Rights, Inclusion and Corporate Parenting’ as the key vehicle for delivery and this will be approached as a programme of work with a series of inter-related work streams sitting below it. • The SCRA Keeping The Promise governance structure will include the following: <ul style="list-style-type: none"> ○ A Programme Board (chaired by SCRA Board member) – to own, monitor and report on the Keeping The Promise Route Map. ○ A Project Team (with a designated Programme Manager) – will develop the Keeping the Promise Route, the work streams and related plans to deliver it. ○ Work streams – will be identified to take forward work to deliver on the plan – these will take many forms depending on what has to be delivered and will include localities / Head Office / Partners / Children and Families through a variety of approaches. ○ Programme Office to facilitate and support the planning, governance and provide secretariat support to the work streams. • EMT are supportive of the proposal which will be taken to the meeting of the joint boards. <p>b) Joint CHS/SCRA Board session</p> <ul style="list-style-type: none"> • The joint meeting of the Boards will be held on Monday 14 June. The agenda will be provided in due course. 		
10.	<p>Practice and Policy</p> <p>AH provided an update in the following areas;</p> <ul style="list-style-type: none"> • Participation rights of siblings – A briefing note to support LRM’s has been issued. CHS agree with the principles and will be replicating the note to issue to ASIP’s and AC’s. • Practice Direction training sessions are being set up. • The Corona Virus Act ends in September and we are currently making sure transitional arrangements are appropriate. These arrangements will allow us to use the provisions up to and including 30th September 2021. 		
11.	<p>Information Governance</p> <p>AH provided a general update on current breaches.</p>		

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12.	New Risks While no new risk were identified there is concern around breaches, particularly in relation to an increased vulnerability tied up with remote working.		
13.	Forward Plan A summary of key meetings over the next month was reviewed.		
14.	Date of Next meeting; Wednesday 07 July , by MS Teams		