

AGENDA

	Item	Purpose	Paper	Action
1.	Apologies			
2.	AOB			
3.	Minute of Previous Meeting – 03 November 2021	Approval	Attached	
4.	Edinburgh Works (Approved Offline)	Approval	Attached	EM
5.	Glasgow Staff Areas	Approval	Attached	EM
6.	Aberdeen Alterations	Approval	Attached	EM
7.	Alloa Lease Renewal	Approval	Attached	EM
8.	Procurement Update Report	Noting	Attached	EM
9.	Provision of equipment for working from home	Discussion	Verbal	SD
10.	SCRA Board - December 21 a) Agenda b) CE Report c) Budget Monitoring d) Data & Performance Report e) Business Plan • EMT Report • 22/23 Business Plan • Business Plan Priorities • 21/22 Performance Report f) Keeping the Promise g) Policy & Influencing Report h) Research Plans i) Whistleblowing Policy j) Policy Review	Review	Attached To follow Attached Attached Attached To follow Attached Attached Attached To follow	NH EM LB LB LB AH AH SD PA
11.	SCRA Board Agenda – January 22	Review	Attached	PA
12.	20/23 Budget Planning	Info	Verbal	EM
13.	EMT Planning Workshop	Discussion	Verbal	PA
BREAK				
Standing Items				
14.	Digital Programme a) RAVHI update b) Digital CAB	Update Update	Verbal Verbal	SD/HE LMcD
15.	Covid 19 - Recovery Plan	Update	Verbal	HE/PM
16.	Keeping the Promise a) Hearing System Working Group (HSWG) b) Keeping The Promise Programme Board	Update Update	Verbal Verbal	LB/AH LB/AH
17.	Practice and Policy - General Update	Update	Verbal	AH
18.	Information Governance - General Update	Update	Verbal	AH
19.	New Risks	Discussion	Verbal	All
20.	Forward Plan a) Collective Leadership Group – 02/12 b) SCRA/CHS Senior Team Workshop – 09/12 c) Children & Families Collective – 09/12 d) CELCIS Strategic Advisory Board – 10/12	For info		

	Item	Purpose	Paper	Action
	e) Keeping the Promise Programme Board – 14/12 f) SCRA Board Meeting 15/12 g) EMT Change Management Session – 16/12 h) Partnership Workshop 2 – 17/12			
	Date of Next meeting; Wednesday 12 January 2022, by Teams			

Present

Neil Hunter (NH)	Principal Reporter/Chief Executive - Chair
Ed Morrison (EM)	Head of Finance & Resources
Lisa Bennett (LB)	Head of Strategy and OD
Susan Deery (SD)	Head of Human Resources
Helen Etchells (HE)	Senior Operational Manager (West & North)
Paul Mulvanny (PM)	Senior Operational Manager (East & Central)
Donald Lamb (DL)	Data Manager, Item 9
Pamela Armstrong (PA)	Governance Officer - Minute

	Item	Timescale	Action
1.	Apologies Lawrie McDonald (LMcD) Alistair Hogg (AH)		
2.	AOB None		
3.	Minute of Previous Meeting – 06 October 2021 Agreed		
4.	Matters Arising Covered within agenda		
5.	<p>Stirling Hearing Room Extension EM introduced the report recommending EMT approve the budget to extend Hearing Room 2 into the open plan head office space, which will allow the large office to be re-occupied by head office staff and to approve the purchase of furniture for the extended hearing room, in the new style which can be achieved within the overall budget.</p> <p>Noted:</p> <ul style="list-style-type: none"> The hearing room extension will provide Ochil House with a completed, new-style, large hearing room with the flexibility to be used for socially distanced hearings or larger meetings. Head office staff will be able to re-occupy the large IT / Finance room. -confidential meetings or used for collation. It is intended that all Ochil House staff will adopt agile working when the hearing room extension is complete, therefore a booking system requires to be developed to allow individuals and teams to book space or desks. 		

	Item	Timescale	Action
	<p>Agreed:</p> <ul style="list-style-type: none"> • To approve the budget of £50k to extend Hearing Room 2 into the open plan head office space, which will allow the large office (previously IT/Finance) to be re-occupied by head office staff. This includes for the appointment of the consultant and the building contractor to complete the work. • To approve the purchase of furniture for the extended hearing room, in the new style. 		
6.	<p>Hamilton Lease Extension</p> <p>EM Introduced the report recommending continued negotiations to achieve best terms for the lease renewal of space within Hamilton House and there after seek consent for Scottish Government to renew the lease of Hamilton House, Hamilton.</p> <p>Noted:</p> <ul style="list-style-type: none"> • The office location at Hamilton House meets SCRA's needs at the current time, and it is not envisaged that this will change in the short to medium term. • Discussions have been ongoing with the landlord of Hamilton House, and terms have been offered that would offer a significant reduction in running costs compared to the current rent. Any new lease would be for the ground floor that we occupy, with the first floor being given up after a short 12 month extension. This is a significant reduction in the amount of space that we lease, and will reduce revenue costs considerably. • Based on the report prepared by Avison Young, whilst there are some properties available in Lanarkshire which are capable of meeting our needs, the combination of annual revenue running costs and the capital expenditure required to fit out any new office indicates that remaining in our existing Hamilton House office would be the most cost effective option. <p>Agreed:</p> <ul style="list-style-type: none"> • To instruct Avison Young to continue negotiating terms to achieve best terms for the lease renewal of space within Hamilton House. • Thereafter to seek consent from Scottish Government to renew the lease of Hamilton House, Hamilton. 		
7.	<p>Arbroath Tenancy Renewal</p> <p>EM Introduced the report recommending EMT approve the renewal of the MOTO of the first floor accommodation to SCTS for a further 3 year period from 28 May 2022.</p> <p>Noted:</p> <ul style="list-style-type: none"> • SCTS have occupied the property, and through the MOTO, contribute in the region of £8K per annum 		

	Item	Timescale	Action
	<p>toward the running costs and rating liability of the property.</p> <ul style="list-style-type: none"> SCTS wish to continue in occupation of the premises, and the Locality have confirmed that sharing occupation with SCTS does not cause any operational difficulties. SCTS use the space as a vulnerable witness interview suite. <p>Agreed:</p> <ul style="list-style-type: none"> To approve the renewal of the MOTO of the first floor accommodation to SCTS for a further 3 year period from 28 May 2022 		
8.	<p>Business Plan</p> <p>LB introduced the paper setting out the timeline and actions required to develop the 2022/23 Business Plan. It also sets out a proposal and rationale for extending the current corporate plan by a further year.</p> <p>Noted:</p> <ul style="list-style-type: none"> Every year SCRA publishes its Business Plan for the year ahead. The purpose of the plan is to: <ul style="list-style-type: none"> Set out the actions that will deliver SCRA 's strategic outcomes and key priorities during the forthcoming year; Outline the governance arrangements supporting the plan; and Provide information about the ways in which SCRA will measure and monitor performance improvement. Planning for the development of the Business Plan begins October/November with a skeleton draft going to the Board in December each year. In accordance with the current framework, the 2022/23 plan will provide a detailed picture of how SCRA will seek to deliver the third (and final) year of its Corporate Plan 2020/23. <p>Issues arising during discussion</p> <ul style="list-style-type: none"> Consideration to be given to a workshop to review and join up all strategies. <p>Agreed:</p> <ul style="list-style-type: none"> To consider the proposal to extend the Corporate Plan and begin required discussions with Scottish Government to support this. To agree the timetable for the Business Plan development and the related actions. 		EMT

	Item	Timescale	Action
9.	<p>Data DL introduced report recommending EMT;</p> <ul style="list-style-type: none"> • Note the draft data strategy. • Consider internal priorities alongside The Promise and agree what an initial programme of work in terms of data support should be (or who is best placed to provide this detail). • Approve the creation of an internal Data Strategy Group. • Discuss SCRA appetite for areas 3 (Current Position/Outline Issue) & 4 (Options/Proposals) outlined within this report. <p>Noted:</p> <ul style="list-style-type: none"> • The data landscape is changing and SCRA need to look at the future needs of data in response to the opportunities offered by CSAS alongside requirements for The Promise and UNCRC amongst others. • Based on the discussions around this paper, the Quality and Performance Team will look at resource gaps within the team and also discuss this strategy with IT to provide a heads-up as to the direction of travel in terms of potential system developments. • The formation of a data strategy group would support a more joined up approach to data intelligence and allow for a broader agenda to be developed to support policy, improvement and change moving forward. <p>Issues arising during discussion:</p> <ul style="list-style-type: none"> • At this stage Power BI is interned for Management access only, with the potential to extend access. • It is helpful for Managers to have a place to go for information rather than receiving a large number of reports. • Keen managers get access to expert guidance and training around the access and interpretation of data. Managers may gain confidence and an increasing sense of control. DL can provide support and consideration can be given to training workshops. • Further developments are required on dashboards. <p>Agreed:</p> <ul style="list-style-type: none"> • Approve the creation of an internal Data Strategy Group. • Support further consideration of internal priorities alongside The Promise and agree what an initial programme of work in terms of data support should be (or who is best placed to provide this detail). 		LB

	Item	Timescale	Action
	<ul style="list-style-type: none"> Support to discuss further SCRA's appetite for areas 3 (Current Position/Outline Issue) & 4 (Options/Proposals) outlined within this report. 		
	Standing Items		
10.	<p>Digital Programme</p> <p>RAVHI – update</p> <ul style="list-style-type: none"> LMcD has conducted helpful next steps engagement with managers on the plan for the elements that will stay centralised. Certainty around temporary contracts has been requested. Timeline is required for HIPP improvement work and auto population aspects. <p>Digital CAB</p> <ul style="list-style-type: none"> LMcD advised the Digital CAB meeting will be held monthly. The group have agreed layers of responsibility and devolved responsibility for decision making. 		
11.	<p>Covid 19 Recovery</p> <ul style="list-style-type: none"> A report will be taken to the November CHIP on overall system recovery. Some aspects of recovery, annual reviews, panel reviews etc., have returned to a manageable state. We are still in recovery. The message is still work from home when possible. 		
12.	<p>Keeping the Promise</p> <p>Review Group update</p> <ul style="list-style-type: none"> The next meeting of the Hearing System Working Group (HSWG) is 29th November. <p>SCRA core group development</p> <ul style="list-style-type: none"> The Keeping the Promise Programme Board meet again 14th December Staff consultations have concluded. New appointments have been made. 		
13.	<p>Practice and Policy</p> <p>AH advised SCRA have submitted input to the National Care Service Review consultation.</p>		
14.	<p>Information Governance</p> <p>AH advised the Practice Team are working on a guidance paper on non-disclosure.</p>		

	Item	Timescale	Action
15.	New Risks None identified		
16.	Forward Plan A summary of key meetings over the next month was reviewed.		
	Date of Next meeting; Wednesday 01 December, Bell Street, Glasgow.		



SCOTTISH
CHILDREN'S REPORTER
ADMINISTRATION



SCRA Board Meeting
Agenda
Wednesday 15 December 2021 at 10.30am,
By Teams

		<i>Papers</i>	
1.1	Apologies		
1.2	AOB		
2.	Declarations of Interest		
3.	Board member Updates		
4.	Minutes/Committees		
4.1	Minute of Board Meeting held on 22 September 2021		
4.2	Board Workplan		
4.3	Matters Arising		
5.	Audit & Risk Committee		
5.1	Draft Minute of Meeting held on 18 November 2021		
	Reports		
6.	Chief Executive's Report		PR/CE
7.	Budget Monitoring		Head of Finance and Resources
8.	Data and Performance Report		Head of Strategy and OD/Data Manager
9.	SCRA Business Plan 2021/22 & 2022/23		Head of Strategy and OD/Data Manager
10.	Keeping The Promise Update		Head of Strategy and OD/Data Manager
11.	Policy and Influencing Report		Head of Policy and Practice/Policy and Public Affairs Manager
12.	Research Plans 2022/23		Head of Policy and Practice/Information and Research
13.	SCRA Whistleblowing Policy		Head of HR
14.	Annual Policy Review		Governance Officer
15.	Strategic and Operational Risks		Head of Finance and Resources
16.	New risks		Board Members/Executive
	Date of Next Meeting Thursday 20 January 2022		



Thursday 20th January 2022 at 10.30 a.m.
By Teams

Timing	Item	Purpose	Lead
1.1 1.2	Apologies AOB		
2.1 2.2 2.3	Minute of Meeting held on 15 December 2021 Action log Workplan		
3. 3.1	Finance and Resources Budget Planning 2022/23	Info	
4. 4.1	Strategy and Planning Business Plan	Info	
5.	New Risks		
	Lunch Break		
6.	Risk Management Workshop	Development	BDO
7.	Close		
	Next Meeting Tuesday 22 March 2022		