

AGENDA

#	Item	Purpose	Paper	Action
1.	Apologies			
2.	AOB			
3.	Minute of Previous Meeting – 01 March 2023	Approval	Attached	
4.	Matters Arising			
5.	Dunbarton Works	Noting offline approval	Verbal	EM
6.	Established Vacancies – Fixed term contracts	Discussion	Verbal	SD
Standing Items				
7.	Practice and Policy a) General Update	Update	Verbal	AH
8.	Information Governance a) General Update	Update	Verbal	AH
9.	Digital Programme a) General Update b) Cyber Security	Update Info	Verbal Attached	LMcD LMcD
10.	Keeping the Promise a) Hearing System Working Group (HSWG) b) Keeping The Promise Programme Board	Update Update		LB LB
11.	New Risks			
12.	Forward Plan a) SCRA Board Development Day - 19/04 b) ACR Programme Board – 20/04 c) NBHGG – 25/04 d) BH – Short life working group – 27/04			
	Date of Next meeting; Wednesday 03 May 2023, at Bell Street, Glasgow			

Present

Neil Hunter (NH)	PR/CE, Chair
Alistair Hogg (AH)	Head of Practice & Policy
Ed Morrison (EM)	Head of Finance & Resources
Lisa Bennett (LB)	Head of Strategy and OD
Susan Deery (SD)	Head of Human Resources - By Teams
Lawrie McDonald (LMcD)	Head of IT
Paul Mulvanny (PM)	Senior Operational Manager (East & Central)
Helen Etchells (HE)	Senior Operational Manager (North & West)
Maryanne McIntyre (MMcI)	Press and Communications Manager – By Teams
Pamela Armstrong (PA)	Governance Officer – Minute - By Teams

	Item	Timescale	Action
1.	Apologies None		
2.	AOB Gender Pay Gap Report <ul style="list-style-type: none"> SD will share the report offline. The gap is still high however shows movement in the right direction. SD will request data on adverts for recruitment into leadership roles, over the last 3 to 4 years Is there a link to "Life After Retirement" as encouraged by Police Scotland and other services? SD will discuss this with other HR networks. 		SD SD SD
3.	Minute of Previous Meeting – 01 February 2023 Minute Approved		
4.	Matters Arising Staff Pay <ul style="list-style-type: none"> Most recent pay offer has been rejected by UNISON membership. A third offer, based around the original position, will be submitted to the Deputy First Minister. A JNCC will be held tomorrow, and further updates will be provided when available. 		

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	<p>SCRA Budget</p> <ul style="list-style-type: none"> • Work is ongoing with the Sponsor Team around the narrative of the SCRA GiA letter from Scottish Government. • A further meeting with the Minister has still to be arranged which will be following with an exceptional meeting with the SCRA Board. • This item will be discussed further at this afternoons Challenge and Review meeting. 		
5.	<p>SCRA Staff Event</p> <p>MMcl provided an update on planning for the SCRA Staff Event.</p> <p>Agreed:</p> <ul style="list-style-type: none"> • To hold the event at Perth Concert Hall. • A Save the Date for Wednesday 13th September 2023 will be posted on CONNECT. • SD to advise UNISON of the proposal. 		<p>MMcl</p> <p>SD</p>
6.	<p>Corporate Procurement Strategy</p> <p>EM introduced the revised Corporate Procurement Strategy in line with the Procurement Reform (Scotland) Act 2014 (the Act) which further aligns SCRA with Scottish Public Sector best practice.</p> <p>Noted:</p> <ul style="list-style-type: none"> • The main changes to the Strategy were to update our General Policies, in particular: <ul style="list-style-type: none"> ○ to reflect changes to the Policy on Consulting and Engaging with those affected by its Procurements, in connection with updated guidance following Brexit ○ to reflect the changes to the Fair Work Practices Policy which were approved by EMT in December 2022 ○ to include details of the new Policy on Prompt Payment in the Supply Chain which was approved by EMT in December 2022 ○ to update the expenditure profile to reflect 2021/22 spend figures • The Procurement Officer has continued working with the Inclusion & Diversity 		

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	<p>Manager to further understand general rules for completing EHRIA's for procurement exercises and embedding diversity monitoring questions into our tender documents to ensure an inclusive approach to procurement.</p> <ul style="list-style-type: none"> The Procurement Officers will continue to work with the Head of Property to implement the actions required to assist SCRA to meet its net zero targets. <p>Agreed:</p> <ul style="list-style-type: none"> To approve SCRA's revised Corporate Procurement Strategy in line with the Procurement Reform (Scotland) Act and Scottish Public Sector best practice. To include in the December board report on policy review, with a full review in 2024. 	Dec 23	PA/EM
7.	<p>Internal Audit Action Tracker The latest status of the tracker was reviewed. Any updates and supporting evidence to be sent to PA no later than Wednesday 22nd March.</p>	March 23	EMT/PA
8.	<p>SCRA Board – March Meeting Draft Board reports were reviewed. Final versions of the reports to be sent to PA by Wednesday 15th March</p>	March 23	EMT/PA
STANDING ITEMS			
9.	<p>Practice and Policy General Update AH Provided the following verbal update:</p> <ul style="list-style-type: none"> Care & Justice Bill – current focus is on an initial draft of a detailed response to the call for views. SCRA have received an invitation to give evidence to the Parliamentary Committee on 22nd March. 		
10.	<p>Information Governance AH provided the following verbal update:</p> <ul style="list-style-type: none"> Automatic deletion of over 18's files is now in place. The January breach report was noted. 		

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11.	<p>Digital Programme LMcD provided a verbal update.</p> <ul style="list-style-type: none"> • Work continues on the Digital Team business plan. Outlook for completion is April. • There is ongoing development of the relationship with Scottish Government regarding AI opportunities in the future. • New SCOTS Security Policy – USB Sticks - A report outlining the policy and potential risks to SCRA was issued to EMT for noting offline. 	April 23	LMcD
12.	<p>Keeping the Promise</p> <ul style="list-style-type: none"> • AH/NH are meeting with the Chair of the HSWG this week. • The HSWG draft report is expected to be published on 14th March. A further update will be given at a future meeting. • The SCRA “Role of the Reporter” briefing paper for the HSWG has been submitted and shared on the HSWG Teams space. 		
13.	<p>New Risks No new risks identified</p>		
14.	<p>Forward Plan The forward plan was reviewed.</p>		
	<p>Date of Next Meeting Wednesday 05 April 2023, at Ochil House, Stirling</p>		