

## AGENDA

#	Item	Purpose	Paper	Action
1.	Apologies			
2.	AOB			
3.	Minute of Previous Meeting – 04 <sup>th</sup> April 2023	Approval	Attached	
4.	Matters Arising			
5.	Minor Works	Approval	Attached	EM
6.	Research Team business case	Approval	Attached	AH
7.	Fixed term contracts	Discussion	Attached	SD
8.	SCRA Audit and Risk Committee <ul style="list-style-type: none"> <li>a. Agenda</li> <li>b. Case Sampling Report</li> <li>c. Internal Audit follow up report</li> </ul>	Review	Attached Attached Attached	LB PA
9.	SCRA Board - Agenda	Review	Attached	NH
<b>Standing Items</b>				
10.	Practice and Policy <ul style="list-style-type: none"> <li>a) General Update</li> </ul>	Update	Verbal	AH
11.	Information Governance <ul style="list-style-type: none"> <li>a) General Update</li> </ul>	Update	Verbal	AH
12.	Digital Programme <ul style="list-style-type: none"> <li>a) General Update</li> <li>b) Cyber Security</li> </ul>	Update Info	Verbal Attached	DC NH
13.	Keeping the Promise <ul style="list-style-type: none"> <li>a) Hearing System Working Group (HSWG)</li> <li>b) Keeping The Promise Programme Board</li> </ul>	Update Update	Verbal Verbal	AH LB
14.	New Risks			
15.	Forward Plan <ul style="list-style-type: none"> <li>a) Justice Board – 18/05</li> <li>b) Diversion from prosecution forum – 23/05</li> <li>c) CHIP - 24/05</li> <li>d) ARC - 25/05</li> <li>e) Joint CHIP/YJIB -31/05</li> <li>f) CHS/SCRA Joint Board meeting – 02/06</li> </ul>			
	<b>Date of Next meeting;</b> Wednesday 07 June 2023, at Bell Street, Glasgow			

## Present

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

	Item	Timescale	Action
1.	<b>Apologies</b> None		
2.	<b>AOB</b> None		
3.	<b>Minute of Previous Meeting – 01 March 2023</b> Minute Approved		
4.	<b>Matters Arising</b> <ul style="list-style-type: none"> <li>• Staff Pay - The 2022/23 negotiations have concluded. EMT expressed thanks to SD and the payroll team.</li> <li>• An introductory meeting with NH, SCRA Board Chair and Andrew Watson will be held later this month. Andrew replaces Michael Chalmers in the role of Director, Children and Families</li> <li>• Natalie Don had been appointed as Minister for Children, Young People and Keeping the Promise. An introductory meeting will be arranged in due course.</li> <li>• Internal Review – HE will report back to a future meeting on progress made against the action plan.</li> <li>•</li> </ul>		
5.	<b>Dunbarton Works</b> The report was approved offline by EMT.		

	Item	Timescale	Action
6.	<p><b>Established Vacancies – Fixed term contracts.</b> A report will be brought to the May meeting.</p>		
<b>STANDING ITEMS</b>			
7.	<p><b>Practice and Policy General Update</b> AH Provided the following verbal update:</p> <ul style="list-style-type: none"> <li>• <b>Care &amp; Justice Bill</b> – The bill is progressing well. SCRA will continue to discuss the requirement for amendments around the sharing of information with victims.</li> </ul>		AH
8.	<p><b>Information Governance</b> AH provided the following verbal update:</p> <ul style="list-style-type: none"> <li>• The Non-disclosure focus group met recently, the meeting was positive and focused on the new processes around outcomes.</li> <li>• The double-checking procedure was discussed at the recent LSM group with managers advising some staff are feeling elevated levels of anxiety around the process. A significant level of analysis has been completed around this and other processes. We need to ensure this has been communicated to the service. A short briefing note will be created and taken to the IG Leads Group.</li> </ul>		AH
9.	<p><b>Digital Programme</b> LMcD provided a verbal update.</p> <ul style="list-style-type: none"> <li>• Work continues on the Digital Team business plan 23/24 priorities.</li> <li>• There is ongoing development of the relationship with Scottish Government regarding AI opportunities in the future. We will continue to consider how AI can be better employed within the organisation.</li> <li>• Work package two is currently being developed and with a continued focus on CSAS functionality.</li> <li>• The transfer of licences between staff will continue to be managed within the IT team.</li> <li>• New SCOTS Security Policy – USB Sticks - A report outlining the policy and potential risks to SCRA was issued to EMT for noting offline.</li> <li>• A number of staff have still to complete the Cyber Security mandatory training.</li> </ul>		

	Item	Timescale	Action
10.	<b>Keeping the Promise</b> <ul style="list-style-type: none"> <li>• The next draft of the HSWG report is expected to be published 10<sup>th</sup> May.</li> <li>• Discussion is ongoing around the role of the Reporter in a hearing.</li> <li>• There is ongoing engagement between the Chair of the HSWG and The Promise team.</li> <li>• NH is meeting with the Chair of The Promise Team this month.</li> </ul>		
11.	<b>New Risks</b> No new risks identified.		
12.	<b>Forward Plan</b> The forward plan was reviewed.		
	<b>Date of Next Meeting</b> Wednesday 03 May 2023, at Ochil House, Stirling		