

Present:

Neil Hunter, **(NH)** – Principal Reporter/ Chief Executive
 Monica Sweeney **(MS)** – Branch Manager (Meeting Chair)
 Ross MacKenzie **(RMack)** – Finance Manager
 Maryanne McIntyre **(MMcI)** – Press & Communications Manager
 Paul Mulvanny **(PM)** – Senior Operational Manager
 Helen Etchells (HE) – Senior Operational Manager
 Susan Deery **(SD)** – Head of HR
 Adele McCormick **(AMcC)** - Reporter
 Helen Etchells **(HE)** - SOM
 Paul Mulvanny **(PM)** - SOM
 Ying Zhang - Board Member
 Hazel Smith - Board Member
 Pamela Armstrong **(PA)** – Governance Officer, Minutes

	Item	Timescale	Action
1.	Apologies Melissa Hunt, Lynne Hobbs		
2.	AOB None		
3.	Note of Previous Meeting The minutes of the meeting were agreed.		
4.	Matters Arising Covered in the agenda.		
5.	Revised job description for support staff – Update <ul style="list-style-type: none"> SD advised the core group met in December. It has been agreed with LSM's draft training requirements will be agreed by the end of January. The next meeting of the core group will work with the organisational development team on the training plan. There is lots of info gathering at this point with delivery next month. There are pockets of frustration in a couple of localities but overall staff seem happier. 		
6.	Staff Pay 2022/2 – Update <ul style="list-style-type: none"> SD advised a second offer was made mid January. UNISON have balloted members and we will know the outcome next week. UNISON have recommended rejection of this offer. 		

7.	<p>Staff Survey 2022</p> <ul style="list-style-type: none"> • NH has held several team briefing meetings, giving all staff the opportunity to ask questions. The focus of these meetings has been around the staff survey results , particularly around pay, workload & morale. • There is a challenge ahead in terms of resource, investment, and financial sustainability, with future challenges around the legislative changes and hearing system reform. • There is a commitment to conduct a benchmarking exercise in 2023/24, against comparable organisations, particularly Crown Office. • Detailed report on the staff survey will be presented to the Board in March and will commit to a series of activity and actions. 		
STANDING ITEMS			
8.	<p>Digital Update</p> <p>a) Virtual Hearings</p> <ul style="list-style-type: none"> ○ The group will meet this week to conclude the handover back to localities, with a set of standards being developed as it transitions back into mainstream. ○ This innovation in service delivery has been a real success and is a testament to staff strength and resilience. <p>b) CSAS development</p> <ul style="list-style-type: none"> ○ There has been intensive discussion around planning and continuity. The Internal design team stood up recently. ○ There is still work to be done on the HIP and we will continue to collaborate with partners and the quality of documents that they send to us. ○ We need to ensure a consistent introduction of new functionality, rather than big bang approach. <p>c) Workforce Digital Skills Assessment</p> <ul style="list-style-type: none"> ○ The final report has been issued, with two thirds of staff agreeing with the need to move on with digital ambitions. ○ A package of support will be developed with an offering that meets staff needs. 		
9.	<p>Health, Wellbeing & Staff Survey Group Update</p> <p>a) SD provided the following verbal update.</p> <ul style="list-style-type: none"> • There has been lots of activity happening across teams and localities with an obvious shift of wellbeing into mainstream culture. 		

	<ul style="list-style-type: none"> The Mental Wealth Group are keeping a focus on financial wellbeing, with helpful advice being kept up to date on CONNECT. 		
10.	<p>Inclusion & Diversity Steering Group NH provided the following verbal update.</p> <ul style="list-style-type: none"> The group last met in November where members focused on the action plan. The group is considering at work being done in CSAS, particularly around capturing protected characteristics, and focusing on the human rights assessment. There is a short video on CONNECT explaining the process for filling in the impact form. 		
11.	<p>HR Subgroup Update SD provided a verbal update.</p> <ul style="list-style-type: none"> The groups next meeting is in March where the focus will be on the following: <ul style="list-style-type: none"> Wellbeing. Revised agile working policy - keeping FAQ's up to date. Compassionate leave and support provided to people dealing with caring responsibilities, not necessarily bereavement. Learning plan 2023/23 Transfer scheme. Retirement panning and what supports can we put in place. Policy reviews for the year ahead include. <ul style="list-style-type: none"> Code of conduct Performance appraisal scheme and aligning with supervisions. Flexi scheme now that we have agile working. Update to probation scheme – Register of interests from unison. 		
12.	<p>Policy update</p> <p>(a) The Promise</p> <ul style="list-style-type: none"> The HSWG seven-day engagement session has concluded with the draft report being issued in due course. <p>(b) Extending the Age of Referral</p> <ul style="list-style-type: none"> This has been allocated to education & skills committee - awaiting timetable. SG have asked for dome further written scrutiny of the bill. <p>(c) UNCRC – introduction of Bill</p> <ul style="list-style-type: none"> No update available. 		

13.	<p>Financial Update RMack provided the following update.</p> <ul style="list-style-type: none"> • The outturn to the Board in December forecasted a revenue underspend of £45k. Further savings identified since then, largely arising from vacancy management, have gone towards funding the improved pay offer currently with UNISON. A capital underspend of over £100k is likely due to slippage, and some items within the Digital and Property programmes being revenue spend rather than capital. Members of EMT are in discussion with Sponsor Team to arrange for unspent resource to be available for use in 23/24. • SCRA’s published revenue grant in aid for 2023/24 is £25m. However, SCRA has clearly and consistently told SG that we require £31m in 2023/24 in order to deliver our statutory functions and to meet the upcoming demands of legislative change and The Promise. SCRA’s Board has been given reassurances from the Director of Children and Families Michael Chalmers that SG will support SCRA with the in-year resourcing that we require. So, when EMT met last week to agree a budget to present to the Board next month, the working assumption is that we will be resourced in line with assessed needs, i.e., £31m. EMT has considered scenarios in the event of us requiring to balance the budget to a lower sum. • SCRA’s published capital grand in aid for 2023/24 is £1.7m. SCRA’s assessed needs are £2.7m but within this sum is £0.8m provision for property and digital investments relating to the Children’s Care and Justice Bill. Planning for use of the £0.8m is at an early stage. 		
14.	<p>New Risks None identified.</p>		
	<p>Date of next meeting: Tuesday 23 May 2023. 10:30-13:00 by Teams</p>		