

Present:

Monica Sweeny, Chair (**MS**) - Branch Secretary
 Lynne Hobbs (**LH**) – Locality Reporter Manager
 Neil Hunter, (**NH**) – Principal Reporter/ Chief Executive (Meeting Chair)
 Paul Mulvanny (**PM**) – Senior Operational Manager
 Paul Mulvanny (**PM**) – Senior Operational Manager
 Susan Deery (**SD**) – Head of HR
 Ross MacKenzie (**RMack**) – Finance Manager
 Pamela Armstrong (PA) – Governance Officer, Minutes

	Item	Timescale	Action
1.	Apologies Helen Etchells Melissa Hunt		
2.	AOB		
a)	Historical Abuse Court Case Neil Hunter advised the group that he wanted to formally acknowledge the recent court case involving a former employee, found guilty of several counts of inappropriate and criminal behaviour. All staff involved are being supported in a number of different ways. Neil will be meeting with staff to offer a formal apology on behalf of SCRA. Both Neil and Susan are considering how best to conduct a review and the scope and methodology of that. Any review will need to consider organisational learning, what could have been done differently in the past what can we be assured would be done now and how better to support staff in such circumstances Neil is keen to engage with the Branch in relation to the review. A paper proposing how to lead and conduct the review will be taken to EMT for consideration next week. SD and MS can continue to liaise on the review as it develops.		
b)	Lothian Pension Fund RMack advised the group of a proposed merger between Lothian Pension Fund (LPF) and Falkirk Council Pension Fund (FCPF). There are so worsening benefits to members and more information is available from the following website, Home Falkirk Pension Fund . SCRA are supportive of this measure. Internal communications will follow from both SCRA and FCPF direct to members.		

3.	<p>Note of Previous Meeting – 22 February 2022 The minutes of the meeting were agreed.</p>		
4.	<p>Matters Arising</p> <p>a) Staff Survey NH will present a six monthly progress review to the Board. His hope is that this can come to the NPF ahead of that meeting if scheduling allows.</p> <p>b) Business Plan This is underway and progress/delivery is being monitored via ZOHO.</p> <p>All other matters arising are covered within the agenda.</p>		
5.	<p>Revised job description for support staff MS provided feedback from the recent and ongoing consultation sessions with staff around the revised job description for support staff.</p> <p>Issues arising during discussion:</p> <ul style="list-style-type: none"> • Initial meetings have been challenging with more recent meetings being better received and more reflective. • It is the view of the group that the proposal futureproofs the role of support assistants, with further opportunities expected to arise as a result of The Promise. • While there is a strength of feeling coming from the UNISON members, some fears, anxieties and misapprehensions can be addressed with the focus shifting to planning in order to address the concerns and helping staff through the transition, ensuring training and support are comprehensively available. • It is important that all members feel listened to and that their concerns are visibly reflected in the next steps. • The job description possibly doesn't reflect the importance of reception services in the context of customer care and SCRA's corporate parenting duties. It is important that reception and support staff recognise SCRA's view that each role is of equal value –now – but particularly in future developments which require a step change on qualitative experiences for children and young people. <p>Agreed:</p> <ul style="list-style-type: none"> • We remain in the consultation phase • There is a sense in the Partnership Forum that we need to continue to move ahead, but in the context of a comprehensive implementation plan which can deal with the majority of issues raised 		

	<ul style="list-style-type: none"> • The implementation plan will be developed in dialogue with staff. • Further consideration to be given to the job title and content of the job description, recognising the description will cover a breadth of activity and not all specific activities staff will be expected to be undertaken simultaneously • MS to respond to members based around today's discussion. • SD to arrange meetings in order to provide support to LSM's while discussion continue. • LH to send a summary of questions and issues received from staff. • SD and MS will continue on close communication and dialogue 	<p>May 22</p> <p>TBA ASAP</p>	<p>MS</p> <p>SD LH</p>
<p>6.</p>	<p>COVID 19 Pandemic NH and PM provided the following verbal update;</p> <ul style="list-style-type: none"> • The Board have requested an update in June. This will be incorporated into the CE report to provide reassurance to members. • Measurement of our stage of recovery should be reviewed as a holistic concept. and not simply case numerical • Credit has to be given to staff for managing transitions between hearing types and models. It is important to recognise we have a tired staff group. However, the current task of leaders in the organisation must be to find ways to reenergise staff and create appetite around the next phase of change in the hearing system – which will have opportunities as well as challenges. • The group noted the report from CHCRG. It has been agreed to continue this meeting which is also attended by important partners including COSLA, SG, Children First, SW Scotland and other core partners. 		
<p>7.</p> <p>a)</p>	<p>Digital Update</p> <p>Virtual Hearings</p> <ul style="list-style-type: none"> • It has been agreed that virtual hearings will move back to localities and the team is continuing with planning to ensure a smooth transition. Staff will also be transitioned back to localities. The outlook for this to be completed is the end of June 22. This allows the opportunity to consider all fixed term contracts and work is being done with the business partners. • Localities are keen to have VH back and be able to do their own planning. • A small core team may be retained centrally, subject to 		

<p>b)</p> <p>c)</p>	<p>review and appropriate redesign against our broader organisational support and helpdesk offering</p> <p>CSAS development</p> <ul style="list-style-type: none"> • Further work had continued in terms of development sprints, user engagement and user stories. • Future deployments will be discussed and agreed at the Change Consideration Board (CCB), and where necessary any escalation will be into the Change Authorisation Board (CAB). The aim is to work towards a release schedule. • PM advised the group that the next planned deployment consists of minor changes which have been sought by users. Priorities for next phase of CSAS development improvement and investment (2022/3) are still being assessed. <p>Workforce Digital Skills Assessment</p> <ul style="list-style-type: none"> • SD advised we are currently going through the procurement procedure but anticipate working with an organisation on assessing and developing new and existing skills within the workforce. • A workgroup will be pulled together and will report on future skills requirements and action plan. • We are beginning to see some progress in the area and it is hoped it will be well received by staff. 		
STANDING ITEMS			
<p>8.</p>	<p>Health, Wellbeing & Staff Survey Group Update</p> <p>SD advised the meeting of the group held last week covered the following;</p> <ul style="list-style-type: none"> • Mental Wealth Group update <ul style="list-style-type: none"> ○ Menopausal Toolkit ○ Mental Health first aiders ○ Debt awareness week ○ Mental Health Week (09-15th May) ○ Wellbeing Brochure ○ The Charity of the Civil Service ○ Grief awareness week (August) ○ Wellbeing days to be used by the end of June ○ Right to Disconnect Policy ○ Big Team Challenge ○ UNISON Hardship Fund • Team Wellbeing Update • Planning for 2022/23 • Learning Strategy • Lessons Learned • Flu Vaccination Programme 		

	<ul style="list-style-type: none"> • Agile working policy • Covid-19 Ongoing advice <p>The group will meet again in August.</p>		
9.	<p>Inclusion & Diversity Steering Group</p> <p>SD advised the last meeting of the group, held in February, covered the following topics;</p> <ul style="list-style-type: none"> • Gender Pay Gap Report • Equal Pay Statement • Annual Employee Statistics • Autism Champions Proposal • Updates from the following sub groups; <ul style="list-style-type: none"> ○ Disability Group ○ LGBT Group ○ Race & Ethnicity Group ○ Mental Health & Wellbeing ○ Glasgow L&D Group ○ CHS <p>The next meeting of the group is in May.</p>		
10.	<p>HR Sub Group Update</p> <p>SD advised the last meeting of the group considered the following;</p> <ul style="list-style-type: none"> • Wellbeing and responding to Covid • Revised FAQ's on the Agile policy and an operational session with LSM's on the policy. • Right to disconnect policy • Review of volunteering policy • Annual workforce report • Change to pension contributions calculations • Support staff consultation • Standby • Managing fixed term workers • Recognition of prior learning • Inclusive leadership standards • Gender pay gap <p>The Group meet again next week.</p>		
11.	<p>Policy update</p> <p>a) The Promise</p> <ul style="list-style-type: none"> • The HSWG continues to make progress towards wider engagement around the list of issues which includes the role of the reporter, voluntary arrangements, rights based grounds, what the composition of a hearing 		

	<p>should be, etc.</p> <ul style="list-style-type: none"> • A request has been made for any expressions of interest from members of staff who would like to join the co-design project teams as part of the Collaborative Redesign Project, working on the proposals for reform of the Children’s Hearings System. • We need to continue to consider cross organisational delivery. <p>b) Extending the Age of Referral</p> <ul style="list-style-type: none"> • In relation to SCRA needs, consultation will take place before end of summer. We need to consider the degree of capacity and risk. Support cannot be taken for granted as we require stable investment from SG. There are implications in terms of resourcing and the branch will continue to focus on this. <p>c) UNCRC</p> <ul style="list-style-type: none"> • The Scottish Government remains committed to the incorporation of the United Nations Convention on the Rights of the Child to the maximum extent possible as soon as practicable. That commitment also applies to further strengthening the relationship between the Scottish Government and local government. • While the Supreme Court judgment means that the Bill cannot receive Royal Assent in its current form, we are urgently and carefully considering the most effective way forward for this important legislation. <p>NH spoke to a paper providing high level information in other areas of legislative change as follows;</p> <ul style="list-style-type: none"> • Youth Justice • Age of Criminal Responsibility (Scotland) Act 2019 • National Care Service 		
<p>12.</p>	<p>Financial Update</p> <p>RMack provided the following update,</p> <ul style="list-style-type: none"> • The 2021/22 budget monitoring report that went to March Board reported a forecast revenue underspend Draft outturn figures suggest the revenue underspend against budget may reduce significantly with higher operating costs than forecast. External audit starts reviewing SCRA’s statutory accounts next week and a final outturn will be reported to EMT, Board and SG next month. Finance will also review locality and Head Office teams’ outturns with devolved budget holders. • For 2022/23, SCRA’s published resource was £25.16m revenue and £1.7m capital. SG has acknowledged that this falls far short of SCRA’s requirements and 		

	<p>acknowledges a pressure of up to £3.3m on top of this, requesting that SCRA continues to tightly manage its spend to fund as many pressures as it can from existing resource. To this end, after a particularly challenging budget process and some difficult choices, EMT submitted a £28m revenue budget and £1.95m capital budget to the Board in March, which was approved.</p> <ul style="list-style-type: none"> • Since March the demands of The Promise and the expectations and demands of engaging in the policy and legislative agenda have crystallised. Both these require additional unplanned resource, mainly staff time, to deliver SCRA's contribution to planning and preparation. SCRA has advised SG that the pressure is still within the £3.3m that they acknowledged and SCRA and SG will continue to work particularly closely this year in order to ensure the resources required to deliver on objectives are secured. 		
12.	<p>New Risks While no new risks were identified there was discussion around existing risks held on the strategic register linking to change fatigue/readiness for change and resistance/lack of skills to engage with new technology. Risk around organisational change will be further considered by NH/SD/PA.</p>	Aug 22	NH/SD/P A
	<p>Date of next meeting: Tuesday 30 August, 2022. 10:30-13:00, By Teams</p>		