

## AGENDA

#	Item	Purpose	Paper	Action
1.	<b>Apologies</b>			
2.	<b>AOB</b>			
3.	<b>Minute of Previous Meeting – 01 March 2023</b>	Approval	Attached	
4.	<b>Matters Arising</b>			
5.	<b>Dunbarton Works</b>	Noting offline approval	Verbal	EM
6.	<b>Established Vacancies – Fixed term contracts</b>	Discussion	Verbal	SD
<b>Standing Items</b>				
7.	<b>Practice and Policy</b> a) General Update	Update	Verbal	AH
8.	<b>Information Governance</b> a) General Update	Update	Verbal	AH
9.	<b>Digital Programme</b> a) General Update b) Cyber Security	Update Info	Verbal Attached	LMcD LMcD
10.	<b>Keeping the Promise</b> a) Hearing System Working Group (HSWG) b) Keeping The Promise Programme Board	Update Update		LB LB
11.	<b>New Risks</b>			
12.	<b>Forward Plan</b> 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			
	<b>Date of Next meeting;</b> Wednesday 03 May 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
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)
Maryanne McIntyre ( <b>MMcI</b> )	Press and Communications Manager – By Teams
Pamela Armstrong ( <b>PA</b> )	Governance Officer – Minute - By Teams

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

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

	Item	Timescale	Action
	<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"> <li>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.</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>To approve SCRA's revised Corporate Procurement Strategy in line with the Procurement Reform (Scotland) Act and Scottish Public Sector best practice.</li> <li>To include in the December board report on policy review, with a full review in 2024.</li> </ul>	Dec 23	PA/EM
7.	<p><b>Internal Audit Action Tracker</b> The latest status of the tracker was reviewed. Any updates and supporting evidence to be sent to PA no later than Wednesday 22<sup>nd</sup> March.</p>	March 23	EMT/PA
8.	<p><b>SCRA Board – March Meeting</b> Draft Board reports were reviewed. Final versions of the reports to be sent to PA by Wednesday 15<sup>th</sup> March</p>	March 23	EMT/PA
<b>STANDING ITEMS</b>			
9.	<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> – 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 22<sup>nd</sup> March.</li> </ul>		
10.	<p><b>Information Governance</b> AH provided the following verbal update:</p> <ul style="list-style-type: none"> <li>Automatic deletion of over 18's files is now in place.</li> <li>The January breach report was noted.</li> </ul>		

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