

**AGENDA**

		Paper	Action
1.	Apologies		
2.	AOB		
3.	Minute of Previous Meeting 03 July 2019		
4.	Matters Arising		
5.	Space Utilisation – For approval		EM
6.	2019/20 Finance Outturn period 3 – Review	To Follow	EM
7.	Draft Accounts and draft AAR – Review		EM
8.	Risk Register Review a. Strategic b. Operational		EM
9.	CSAS Accreditation Policy – For Approval		AH
10.	UNCRC Consultation	<a href="https://consult.gov.scot/children-and-families/uncrc/">https://consult.gov.scot/children-and-families/uncrc/</a>	AH
11.	Corporate Planning engagement – Update	Verbal	LB
12.	Staff Survey 2019		NH
13.	Future of Connect – Sharepoint		NH
	<b>Standing Items</b>		
14.	Digital Programme a) Organisational Readiness update b) CHS/SCRA Senior Team workshop outputs c) Technical Assurance Framework – Healthcheck outcome d) DDOC/DDB e) Capacity planning	Verbal Verbal Verbal Verbal Verbal	TP/SD NH NH NH TP/SD

15.	<b>Information Governance</b> <ul style="list-style-type: none"> <li>• General Update</li> <li>• ICO decision</li> </ul>	Verbal	AH AH
16.	<b>Practice and Policy</b>	Verbal	AH
17.	<b>New Risks</b>	Discussion	All
18.	<b>Forward Look</b> <b>Audit and Risk Committee</b>		
	<b>Date of Next meeting;</b> Wednesday 04 September 2019 at Ochil House, Stirling		



**Present:**

Ed Morrison  
Lisa Bennett  
Neil Hunter

**Apologies**

Tom Philliben  
Alistair Hogg  
Lawrie McDonald  
Susan Deery

		<b>Timescale</b>	<b>Action</b>
<b>1.</b>	<b>MOLM</b>  Agreed changes to section 4(c) and 13 to add clarity to points recorded.	<b>NH</b>	<b>immediate</b>
<b>2.</b>	<b>Matters Arising</b>		
<b>(a)</b>	<b>E mail domain</b> – noted the deferment of the date from SCOTS for moving to scra.gov.uk. The Digital Governance Manager and Digital Services Manager are working together on implementation/preparation.	<b>BK/DR</b>	<b>TBA</b>
<b>(b)</b>	<b>Sustainability Review</b> – need to think about how we bring this together and integrate into the workforce pillar of the corporate plan.  The need for packaging of the sustainability work on the statutory role of the Reporter and the attention to detail on resource allocation. Health and Wellbeing has also emerged as a sustainability priority – both in terms of optimising use of capacity and having ‘plannable’ capacity availability.	<b>SD/LB/NH</b>	<b>August 19</b>
<b>3.</b>	<b>Pay negotiations 2019/20</b>  Further reshaping/review of pay offer, within SG policy parameters has been submitted to the		

	Remuneration Committee for consideration and will be tabled at the next JNCC.		
4.	<p><b>Quality Assurance/Case Sampling tracker</b></p> <p>A number of issues on consistent implementation of agreed management actions were discussed. NH to follow up with AH and TP on communication to localities on more consistent completion and provision of evidence.</p>	NH/TP/AH	immediate
5.	<p><b>Research</b></p> <p>a) <b>Relative strangers:</b> Sibling estrangements experienced by children in out of home care and moving towards permanence</p> <p>Joint Research involving University of Strathclyde, Robert Gordons and SCRA. The report, published in the Child and Youth Services Review. argue that continued effort is needed to improve the accuracy with which aspects of sibling relationships of children in care are recorded and measured in order to assess the longer-term impact of state interventions on children's lives and the capacity of child welfare agencies to meet policy goals.</p> <p>b) <b>Permanently progressing</b> – survey of Social Workers – published internally on CONNECT for staff information. The findings which are published today (Thursday 20 June) show almost 90% of children aged five and under experienced abuse or neglect before entering care. A team of experts discovered 384 out of the 433 children involved in one strand of the study had directly experienced abuse or neglect – and two-thirds had suffered multiple forms of maltreatment, including neglect and emotional, physical and sexual abuse - before being removed from their parents. Raises issues of decision making and timescales.</p>		
6.	<p><b>Digital Strategy</b></p> <p>Benefits Realisation workshop taking place this pm – this may become a wider piece of work to align and loop back to business case</p> <p>CSAS development programme – post MVP – to be considered at next senior workshop session in July.</p>		

7.	<p><b>Practice and Policy</b></p> <p>Updating SCRA child protection policy in light of gaps requirements highlighted when considering requirement of hosting OHOV and need for general update and refresh.</p>		
8.	<p><b>Management Development programme</b></p> <p>LB circulated the detail of a recent discussion on management learning and development programme and the planning and delivery of activity to ensure only priority activities are planned for the CSAS go live phase, with everything else being re-scheduled.</p>		
9.	<p><b>Corporate Planning engagement</b></p> <p>Managers engagement programme now complete. Engagement was very willing and positive. Health and wellbeing, in its broadest sense, was the single issue that surfaced – but related to health and vitality in both our staff but also to ensure people feel fit and well to deliver our energetic and focussed approach to work and delivery.</p> <p>Ongoing engagement will culminate in a further report to the SCRA Board in September 19 for further assent and direction. Further update to EMT in August.</p>	LB	August EMT
10.	<p><b>Glasgow Property programme</b></p> <p>A revised programme and aims had been circulated to EMT for consideration. The budget has been increased to ensure these aims can be adequately delivered.</p> <p>Agreed – in principle, subject to wider EMT agreement, which EM will co-ordinate offline.</p>		
11.	<p><b>Date of Next meeting</b></p> <p>7<sup>th</sup> August 2019, 10.30am</p>		



SCOTTISH  
**CHILDREN'S REPORTER**  
ADMINISTRATION

**STAFF SURVEY 2019**

**Accountable Director:** Chief Executive Officer      **Date:** 18 July 2019

**Report Author:** Maryanne McIntyre, Press and Communications Manager

**Recommendation:**

1. To decide whether to have a Staff Survey in autumn 2019
2. To decide whether to launch the current survey (attached at Appendix A) or develop a new survey
2. To approve timescales and communication plans

**Reason for Report:** EMT approval

**Resource Implications:** Within approved budgets

**Strategy:** Within approved plans

**Consultation:** Data Manager  
Information and Research Manager  
Equalities Lead

**Document Classification:** Not protectively marked

## **1. Introduction**

- 1.1 This report has been prepared for EMT to consider holding a Staff Survey in the autumn of 2019.
- 1.2 If EMT agree to issue a survey, the options are:
  - Issue the current survey attached as a blank pdf at Appendix A.
  - Develop a revamped survey which reflects SCRA now.

## **2. Background**

- 2.1 SCRA has carried out a Staff Survey every year since 2009 (with the exception of 2013). The same survey (with minor tweaks) has been issued for almost 10 years.
- 2.2 The survey is issued via an all staff email from the Communications mailbox.
- 2.3 The survey is built via the online platform Survey Monkey and the current survey takes approximately 15 minutes to complete.

## **3. Questions this year**

- 3.1 The questions in the survey have remained relatively unchanged in the last two years, covering topics such as pay and conditions, learning and development and communications.
- 3.2 In 2018, some minor tweaks were made to the survey following consultation with the Data Manager and the Information and Research Manager.
- 3.3 This year, section 26 is the only part of the survey which has been updated. In the 2017 and 2018 surveys, we only asked a very basic question about equalities. The section has expanded this time in consultation with our Equalities Lead, to include the following:
  - I feel included and respected in SCRA
  - SCRA is committed to equalities, diversity and inclusion
  - People of all cultures and backgrounds are respected and valued in SCRA
  - SCRA provides an environment for the free and open expression of ideas, opinions and beliefs
  - If I had a concern about harassment or discrimination I know where and how to report that concern
  - My line manager demonstrates commitment to and support of diversity and inclusion
- 3.4 The updated draft survey has been checked by the Data Manager and the Information and Research Manager.

#### **4. A different approach?**

- 4.1 As the survey has remained relatively unchanged for 10 years, perhaps the time is right to consider a revamp? The survey was created before digital, corporate parenting, Better Hearings, Localities etc.
- 4.2 If we are to revamp the survey, we would need to do it in consultation with the National Partnership Forum and members of staff including colleagues from Data and Information and Research.
- 4.3 If we are to develop a new survey, it would take time to get it right and with it being the summer period, the timescales below probably won't be met.

#### **5. Timescales**

- 5.1 In line with previous years, if keeping the current survey, it will be issued via an all staff email from the Communications mailbox by a member of the Press and Communications Team on Monday 30 September 2019.
- 5.2 It will be open for three weeks, closing at 9am on Monday 21 October 2019.
- 5.3 The survey will take staff approximately 15 minutes to complete.
- 5.4 Once closed, the full set of results will be sent to the Principal Reporter/CEO and the Data Manager for review.
- 5.5 If we opt for a new approach, these timescales will need to be updated.

#### **6. Communications**

- 6.1 In advance of the survey being issued, a coming soon item will be included in the Team Brief on Monday 19 August. Managers will be asked to ensure staff get the time to complete the survey.
- 6.2 Another heads up announcement will be posted on Connect on Monday 23 September.
- 6.3 On launch day, once the email is issued, a visual will be added to the home page of Connect and an announcement will be added to the news ticker tape. The Staff Survey page on Connect (within Engagement) will also be updated to include information about the 2019 survey.
- 6.4 One week on – on Monday 7 October – an update latest news item on Connect – thanks to xx amount of staff for completing the survey so far/you have still time to take part etc.



- 6.5 Week 2 - commencing Monday 14 October – targeted emails to LRMs (cc to SOMs) where response rate is low.
- 6.6 Week 3 - Wednesday 16 October – final chance to complete survey message on Connect home page/latest news.
- 6.7 Once the survey has closed, a thank you message will be posted on Connect home page and the Staff Survey page on Connect will also be updated.
- 6.8 The last Team Brief of the year will be issued on Monday 25 November, we usually include some headline results in this, along with a link to some high level analysis which is prepared by the Data Manager. Locality results will be sent to LRMs via the Data Manager.

## **7. Recommendation**

- 7.1 To decide whether to have a Staff Survey in autumn 2019.
- 7.2 If approved, consider the content of the survey.
- 7.3 Agree timescales and communication plans.