



SCOTTISH

**CHILDREN'S REPORTER**  
ADMINISTRATION

**Scottish Children's Reporter Administration  
Executive Management Team  
05 August 2020, by Skype**

**Present** (by video conference)

Neil Hunter	Principal Reporter/Chief Executive (Chair)
Paul Mulvanny	Senior Operational Manager (East and Central)
Lisa Bennett	Head of Strategy and Organisational Development
Ed Morrison	Head of Finance and Resources
Alistair Hogg	Head of Practice and Policy
Helen Etchells	Senior Operational Manager (West and North)
Susan Deery	Head of Human Resources
Pamela Armstrong	Governance Office (Minute)

	Item	Timescale	Action
1.	<b>Apologies</b> None		
2.	<b>AOB</b> None		
3.	<b>MOLM - 08 July 2020</b> Agreed pending amendments discussed.		
4.	<b>Matters Arising</b> Covered within the agenda.		
5.	<p><b>Extension of Temp contracts</b></p> <p>SD Introduced the report recommending EMT;</p> <ul style="list-style-type: none"> <li>Note the current fixed term contract position</li> <li>Recommend the extension of eligible fixed term contracts to 31<sup>st</sup> March 2021</li> </ul> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>SCRA's Operational Recovery Plan becomes effective from October 2020, immediately following our transition to the new CSAS system by the end of September 2020. It is therefore critical that we maintain the appropriate level of resources that will support that transition and our operational recovery plan.</li> <li>The fixed term staff are experienced in their role and provide resources within the current establishment, although some are backfill positions for long term sickness and other absences.</li> <li>A Business Case has been submitted to the Scottish Government for additional resources, beyond the consideration of current fixed term contracts.</li> <li>There is a complicated landscape of fixed term contracts across SCRA of which there are around 57.4 fte fixed term contracts, including secondments</li> </ul>		

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	<p>and backfills, as well as genuine temporary positions. We are seeking to offer extensions to all fixed term employees who are not specifically covering a backfill to which the substantive post holder will return to on an agreed date prior to the extension date.</p> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• To extend fixed term contracts to 31<sup>st</sup> March, 2021</li> <li>• That Localities are given permission to commence discussions with fixed term employees, in liaison with the HR Team, to conclude this exercise as soon as possible.</li> <li>• Report to be taken to Establishment Group for approval.</li> </ul>		
6.	<p><b>Organisational Change Policy</b> SD introduced the updated organisational Change Policy and Procedure Document.</p> <p><b>Issues arising during discussion:</b></p> <ul style="list-style-type: none"> <li>• There is no financial impact to any to any of the updates made to the policy.</li> <li>• Flexible retirement is discretionary, and requires approval.</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• The policy will be submitted to the September 20 board for approval.</li> <li>• EIA to be completed prior to the September Board.</li> </ul>	Sep 20	SD
7.	<p><b>Revised capital budget 2020/21</b> EM introduced the report.</p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• The Board approved the 2020/21 capital budget in March 2020. This report is seeking formal EMT approval of changes to the capital budget which have been discussed and agreed at a series of EMT COVID-19 meetings between April and July 2020. Subject to EMT approval these changes will be reflected in the September Board Budget Monitoring report.</li> <li>• In the current operating environment there is a need to constantly review capital priorities and a number of changes to the original approved capital budget have been approved by EMT to support the initial response to COVID-19 and recovery planning.</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• To approve the revised 2020/21 capital budget.</li> </ul>		

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8.	<p><b>2020/21 salary forecasts</b> EM Advised a detailed review will be provided next month</p>		
9.	<p><b>Impairment Policy</b> EM introduced the report recommending EMT approve the Impairment Policy.</p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>The Impairment Policy has been shared as a draft with Audit Scotland. It sets out the terms of a formal approach to impairment reviews and will apply from 2020/21. It will place extra demands on Property and IT leads and Finance will work with these leads to develop any further guidance required to ensure effective implementation of the Policy.</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>To approve the Impairment Policy</li> </ul>		
10.	<p><b>Efficiencies Framework</b> EM introduced the report recommending EMT review and approve the elements of SCRA's Efficiencies framework.</p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>The Scottish Government set an expectation that all public bodies will achieve annual efficiency savings with targets in previous years being set at around 3% of revenue budgets. This would give a figure of around £714k for SCRA. Following a number of years where SCRA, with one-off financial support from Scottish Government, greatly exceeded this target, the ability to achieve 3% efficiency savings year after year is greatly curtailed primarily because most of the services SCRA delivers are statutorily based.</li> <li>Although a lot of the elements of SCRA's Efficiencies framework have been developed they now need to be embedded so that SCRA can capture a more accurate picture of all efficiency initiatives and savings.</li> </ul> <p><b>Issues arising during discussion:</b></p> <ul style="list-style-type: none"> <li>The scope becomes limited year on year however localities and HO teams are making efficiencies more creatively.</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>AH to attend budget efficiency group. Report to be amended to reflect participation from Practice &amp; Policy</li> <li>To approve the elements of SCRA's Efficiencies framework.</li> </ul>		EM

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<p><b>FES cleaning proposal</b> Ed introduced the paper on Covid 19 Cleaning Arrangements.</p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• The coronavirus pandemic has raised a number of concerns and issues for businesses to address to ensure that both their workplaces and services are as safe as possible.</li> <li>• The regular cleaning arrangements for our offices and hearing centres do not prevent the specific risk of the virus being spread due to the ease with which it is transmitted and the length of time it can survive on surfaces. It is understood that the virus can remain a viable threat on surfaces for up to 72 hours and frequent cleaning with disinfectant products is required to reduce the risk.</li> <li>• Property Team have worked with our FM supplier, FES, to explore the cleaning options available that would allow SCRA to recommence more frequent children’s hearings in our premises. Following some research FES’ cleaning manager recommended the use of an electrostatic spraying system in conjunction with a disinfectant product identified as providing long term protection on surfaces.</li> <li>• A detailed costing has now been provided by FES that is broken down on a site by site basis. This gives us the initial and ongoing charges associated with purchase of the machines/ product and, thereafter, the additional time required by cleaning operatives to undertake the work.</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• To approve the purchase of spraying machines and the introduction of monthly electrostatic spraying across the SCRA estate.</li> <li>• To approve the daily application service in hearing rooms in mid-August based on a fuller assessment of the activity levels and costs of this service</li> </ul>		
<p><b>Irvine Hearing Centre Lease Renewal</b> EM introduced the report asking EMT to :</p> <ul style="list-style-type: none"> <li>• note the current position in respect of the lease expiry,</li> <li>• Confirm that Irvine remains the preferred location for SCRA’s North Ayrshire hearing centre and to progress negotiations for a new lease.</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• To agree that Irvine remains the preferred location and to progress negotiations for a new lease.</li> <li>• To consider duration of lease and alternatives in the locality.</li> </ul>		

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<p><b>Attendance at Hearings</b> NH introduced the paper on Attendance at Hearings' SCRA Reporting Needs.</p> <p>EMT are asked</p> <ul style="list-style-type: none"> <li>• To support the creation of a small working group to consider the ongoing reporting needs around attendance.</li> <li>• For a communication to be developed to reinforce the need for accurate recording of hearing reasons to capture the Covid 19 application.</li> </ul> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• The Overview of Attendance Report has been completed weekly during the Covid 19 lockdown for the purposes of: <ul style="list-style-type: none"> <li>○ Providing EMT with an overview of attendance/representation at hearings every week – for reporting in relation to external scrutiny on service delivery during lockdown/restrictions, for operational discussion and to use in consideration of recover and,</li> <li>○ To reconcile what localities are reporting to what is being input to CMS (and getting fixes to CMS).</li> </ul> </li> <li>• There is now a need to consider whether the initial purposes for collecting this data are still valid and how we support any reporting needs for 'Attendance at hearings' during the recovery phase and possibly beyond.</li> </ul> <p><b>Issues arising during discussion:</b></p> <ul style="list-style-type: none"> <li>• Updates to Report of proceedings guidance is in process.</li> <li>• There is support from EMT to continue with the current workaround for reporting. Further thinking is required around how the report will be used, its value and how to incorporate into BAU activities. NH to Work with LB</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• To support the creation of a small working group to consider the ongoing reporting needs around attendance.</li> </ul>		<p><b>NH/LB</b></p>

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	<b>Standing Items</b>		
11.	<b>Digital Programme</b> a. <b>Organisational Readiness</b> - Teams have been concentrating on bug fixes resulting in a 2 week delay. Training is ongoing across localities. b. <b>Communication and Operational update</b> - Fortnightly checking in with localities and weekly updates issued. The Digital team are engaging efficiently with UNISON.		
12.	<b>Information Governance</b> AH provided the following update: <ul style="list-style-type: none"> <li>• Data Protection report will with be presented to the Audit &amp; Risk Committee for the 6 monthly review</li> <li>• All localities have been reminded of the low priority breach reporting process at IG leads</li> </ul>		
13.	<b>Practice and Policy</b> a. Participation in Hearings and Legislative proposals around sibling rights - AH provided an update on the proposed legislative amendments to give opportunity to participate. The update included information on <ul style="list-style-type: none"> <li>• Main rights and criteria</li> <li>• Process</li> <li>• Details of Participation Rights</li> <li>• Issues</li> <li>• Likely consequences.</li> </ul> EMT are asked to review and give any feedback to AH b. General Update <ul style="list-style-type: none"> <li>• SG have asked for SCRA's support on the ARC bill.</li> <li>• Scottish Sentencing Council – A consultation around sentencing of young people has been issued. AH will work with Melissa on a SCRA response. We have been asked to produce any cost implications, e.g. the baseline cost for a hearing.</li> </ul>		<b>EMT</b>
14.	<b>New Risks</b> While no new risks were identified ongoing challenges around data migration and testing were discussed.		
15.	<b>Forward Look</b> A summary of key meetings over the next month was reviewed.		
	<b>Date of Next meeting;</b> Wednesday 05 August 2020 by Skype		