

**AGENDA**

		Paper	Action
1.	<b>Apologies</b>		
2.	<b>AOB</b>		
3.	<b>Minute of Previous Meeting 06 November 2019</b>		
4.	<b>Matters Arising</b>		
a)	New email domain name	Discussion	
b)	Health & Wellbeing	Discussion	
c)	Future Challenges for the Hearing System	Discussion	
5.	<b>Procurement Report</b>	Attached	<b>EM</b>
6.	<b>Temporary Contracts</b>	Discussion	<b>AH</b>
7.	<b>OHOV</b>	Discussion	<b>AH</b>
8.	<b>Corporate Planning – EMT Planning Session</b>	Discussion	<b>NH</b>
9.	<b>Review of December Board Reports</b>		<b>All</b>
a)	Agenda	Attached	
b)	Chief Executive's Report	To Follow	
c)	Budget Monitoring	Attached	
d)	Organisational Performance Report	Attached	
e)	Locality Performance Report	Attached	
f)	Policy and Influencing Report	Attached	
g)	Research Plans 2020/21	Attached	
h)	Annual Policy Review	To Follow	
i)	Digital Strategy Update	To Follow	
j)	Strategic and Operational Risks	To Follow	

	<b>Standing Items</b>		
<b>10.</b>	<b>Digital Programme</b> a) Organisational Readiness update b) Data Migration programme c) DDOC/DDB d) Capacity planning e) Communication and Operational update	Verbal	<b>TP/SD NH NH TP/PM</b>
<b>11.</b>	<b>Information Governance</b> a) General Update	Verbal	<b>AH</b>
<b>12.</b>	<b>Practice and Policy</b> a) Research Proposal and Data Analysis: Under 12s in Residential Care – For Info	Attached	<b>AH</b>
<b>13.</b>	<b>New Risks</b>	Discussion	<b>All</b>
<b>14.</b>	<b>Forward Look</b> a) YJIB Meeting – 09/12 b) Equalities Network – 12/12 c) HECM Steering Group – 16/12 d) CHS/SCRA Liaison Meeting – 17/12 e) SCRA Board Meeting – 18/12 f) ACR Programme Board – 20/12 g) National Child Protection Leadership Group – 06/01		
	<b>Date of Next meeting;</b> Wednesday 08 January at <u>Bell Street, Glasgow</u>		



**Present:**

Neil Hunter (NH) - Chair  
Susan Deery (SD)  
Tom Philliben (TP)  
Helen Etchells (HE)

Ed Morrison (EM)  
Lisa Bennett (LB)  
Paul Mulvanny (PM)  
Pamela Armstrong (PA) - Minute

		<b>Timescale</b>	<b>Action</b>
<b>1.</b>	<b>Apologies</b> Alistair Hogg		
<b>2.</b>	<b>AOB</b> <b>Christmas Cover</b> Details of EMT Christmas and New Year leave to be sent to PA.	<b>Immediately</b>	<b>All</b>
<b>3.</b>	<b>MOLM</b> EM to send additional wording for Outreach Hearing Centre item  Agreed as accurate subject to above addition.	<b>Nov 19</b>	<b>EM/PA</b>
<b>4.</b> <b>a)</b>	<b>Matters Arising</b> <b>New email domain name</b> The new domain name is scra.gov.uk. This remains a secure email address ensuring that we can continue to communicate sensitive information to partner's agencies also on secure domains.		
<b>5.</b>	<b>Staff Survey</b> NH provided a verbal update from the recent SCRA Staff Survey.  <ul style="list-style-type: none"> <li>• Highest ever uptake of staff survey – sense that people see the survey as relevant and meaningful</li> <li>• High maintenance of results – staff morale, job enjoyment, motivation, supportive work environment</li> <li>• Challenges continue to be support in managing workload, support through supervision, regularity of team meetings, trust in EMT communications, value</li> </ul>		

	<p>placed on my work and pay progression and salary scales.</p> <ul style="list-style-type: none"> <li>• Workload and workload allocation – fairness and equality comes across significantly in individual comments – how does the organisation keep a balance and review on this</li> <li>• Staff sickness and absence and the impact on individuals – has some link to issues of equity and sense of fairness</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• priorities for further action in 2020: <ul style="list-style-type: none"> <li>○ Workload management and clear read across to wellbeing</li> <li>○ Reward and value (incl. pay and progression)</li> <li>○ Supervision and Team meetings – improving regularity and quality</li> <li>○ Trust in EMT comms</li> </ul> </li> <li>• 2018/19 Comparisons to be communicated to EMT</li> </ul>	<p><b>Nov 19</b></p>	<p><b>NH</b></p>
<p><b>6.</b></p>	<p><b>Property Reports</b></p> <p><b>a) Kilmarnock Property Project</b> EMT have given offline approval that they are content for the available project budget to be revised to £230K and for the tendering process to be concluded/ contracts awarded.</p> <p><b>b) Glasgow Property Project</b> EMT have given offline approval for the final business case to allow acceleration of the project with the next step being engagement of the architect and assembly of the tender pack by the end of November 2019.</p> <p><b>c) Perth 1<sup>st</sup> Floor Letting</b> EM introduced the paper recommending EMT approve the letting of the first floor of Belhaven House, Perth to The Good House Company Ltd</p> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• To approve the letting of the first floor of Belhaven House to The Good House company Scotland Ltd.</li> </ul>		

7.	<p><b>Film for Young People – being on a CSO</b>  Offline EMT Approval given to carry out a mini procurement exercise and appoint a professional company to work with SCRA to produce this information film for young people</p>		
8.	<p><b>Outreach Hearing Centres – Strategy Paper</b>  EM introduced alternative views of our outreach provision, for further discussion and consideration.</p> <p><b>Issues arising during discussion:</b></p> <ul style="list-style-type: none"> <li>• We need to continue the conversation around using technology to attend hearings.</li> <li>• Consideration needs to be given to the impact digital might impact on the use of outreach facilities.</li> <li>• A rating of 0-2 stars is unacceptable, particularly if used weekly. What are the options, what are the confounding issues, what are the alternatives?</li> <li>• If no viable alternative then we need to look to the next level, e.g. moving to another hearing centre.</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• To provide a dynamic assessment of the eight lowest rated hearing centres. LRM's to involve local Panel Leads. HE to lead as Senior Sponsor.</li> </ul>	<b>March 20</b>	<b>HE</b>
9.	<p><b>Review of Assistant Reporter Role</b>  SD introduced the report, which provided background, conclusions and recommendations. The recommendations have been agreed by the Court Network.</p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• The working group believe that in acknowledging the conclusions and implementing the recommendations, SCRA will derive the best value from the role ensuring at the same time that the wellbeing and job satisfaction of Assistant Reporters is a primary outcome.</li> </ul>		

	<b>Agreed:</b> <ul style="list-style-type: none"> <li>• EMT agreed with the recommendations made and these will be communicated to LMT's and post holders.</li> </ul>	<b>Nov 19</b>	
<b>10.</b>	<b>Equalities – Proposed Name Change</b> SD Introduced the report recommending EMT approve the change of name from Equalities Ambassadors to Inclusion Ambassadors, with immediate effect.  Approved by EMT		
<b>11.</b>	<b>Review of November Audit &amp; Risk Committee Reports</b> Draft reports were reviewed ahead of the Audit and Risk Committee on 21 November. Finished reports to be sent to PA this week		All
<b>Standing Items</b>			
<b>12.</b>	<b>Digital Programme</b> <ol style="list-style-type: none"> <li><b>CHS/SCRA Senior Team workshop outputs</b> <ul style="list-style-type: none"> <li>• Discuss with the Programme Director the meetings required in 2020</li> </ul> </li> <li><b>Data Migration programme</b> <ul style="list-style-type: none"> <li>• Currently considering what is essential, what is required but not essential, what is desirable.</li> <li>• Guidance required for staff regarding data cleansing.</li> </ul> </li> <li><b>Capacity planning</b> <ul style="list-style-type: none"> <li>• Do we have the right people in the right place? Do we need to deploy staff differently?</li> </ul> </li> <li><b>Communication and Operational update</b> <ul style="list-style-type: none"> <li>• We need to engage with partners and consider comms to partners, comms to localities, training materials etc.</li> <li>• We need to support managers in terms of engagement with partners.</li> </ul> </li> </ol>		
<b>13.</b>	<b>New Risks</b> No new risks were identified.		

<b>14.</b>	<b>Forward Look</b> The forward plan was reviewed.		
	<b>Date of Next meeting</b> 04 December 2019 at Ochil House, Stirling		

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