

**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
Susan Deery	Head of Human Resources
Ed Morrison,	Head of Finance and Resources
Helen Etchells	Senior Operational Manager (West & North)
Alistair Hogg	Head of Practice and Policy
Pamela Armstrong	Governance Office (Minute)

	Item	Timescale	Action
1.	<b>Apologies</b> Lawrie McDonald, Head of IT		
2.	<b>AOB</b> NONE		
3.	<b>MOLM - 04 November 2020</b> Agreed.		
4.	<b>Matters Arising</b> All items covered within the agenda.		
5.	<b>Stirling OHOV – Lease Renewal</b> <b>Noted:</b> <ul style="list-style-type: none"> <li>• EMT have previously agreed that there is a need to renew the lease and are now requested to confirm whether a 2 year lease should be agreed.</li> </ul> <b>Agreed:</b> <ul style="list-style-type: none"> <li>• Offline approval have been given.</li> </ul>		
6.	<b>Irvine Lease Renewal</b> <b>Noted:</b> <ul style="list-style-type: none"> <li>• Subject to any necessary Scottish Government approvals required, EMT are asked to approve the renewal of the lease for a further 5 year term.</li> </ul>		

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	<b>Agreed:</b> <ul style="list-style-type: none"> <li>Offline approval has been given.</li> </ul>		
7.	<b>Internal Audit Tracker</b> <ul style="list-style-type: none"> <li>The next BDO follow up is March 2021</li> <li>Up to date tracker to be issued and November and December updated provided.</li> <li>New actions from the latest round of internal audit reviews to be added to the tracker.</li> </ul>	Dec 20  Dec 20	PA/EMT  PA
8.	<b>Phase 5 Plans</b> LB Provided a verbal update. <ul style="list-style-type: none"> <li>The new plan is available within the CONNECT workspace.</li> <li>The plan and the tracker will be used to support the Thursday EMT recovery calls.</li> </ul>		
9.	<b>OHOV</b> LB Provided a verbal update. <ul style="list-style-type: none"> <li>The OHOV Project Lead, Jacqui Dunbar has formally resigned from her post.</li> <li>Partners have been made aware.</li> <li>A nine month secondment opportunity to the post will be advertised from today, with appointment from January.</li> </ul>		
10. a)	<b>Data</b> <b>Data PID – Operational Data Reporting</b> LB Introduced the SCRA operational reporting service project initiation document, recommending EMT approve the project and resources. <p>Noted:</p> <ul style="list-style-type: none"> <li>The aim of the project is to ensure that SCRA has a defined and documented framework for the Operational Data Reporting Service that meets operational stakeholder needs.</li> <li>This project will deliver an agreed SCRA Operational Data Reporting Service framework and solutions which will be deployed and operate under relevant security, IG requirements and data standards, including the SCRA business rules. The project will also deliver the workforce management support so that the Service can be rolled out and be fully operational by June 2021.</li> </ul>		

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b)	<ul style="list-style-type: none"> <li>• It is an assumption and requirement that the Project team has appropriate access to CSAS and available functionality and infrastructure to undertake their role in the project. Such as access to the Reporting and exporting functionality.</li> <li>• Project management and sponsor resource will come from the Data team existing budget resources.</li> </ul> <p><b>Issues arising during discussion:</b></p> <ul style="list-style-type: none"> <li>• Are the proposed timelines within current resources? If more resource is applied, will that reduce the timeline?</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• To approve the project and resources.</li> </ul> <p><b>Data discussion</b></p> <p>LB provided a verbal update.</p> <ul style="list-style-type: none"> <li>• Currently there is no data warehouse. Information comes from various databases. The Data Manager is working on a time line on the creation of a data warehouse, which will be brought back to EMT however the current outlook is 6-9 months.</li> <li>• LB advised that that while SCRA carry a risk, a high level of reassurance can be given. The Corona Virus Act provision provided a potential safety net in relation to lapsed CSO's.</li> <li>• A paper will be presented to the EMT at its January meeting.</li> </ul>	Jan 21	LB
11.	<p><b>MS Teams</b></p> <p>NH introduced the paper recommending EMT advise Localities that the Scottish Government Microsoft Teams offering cannot be used for Children's Hearings at this time and should be closed when not in use for business meetings to protect the performance of CSAS.</p> <p><b>Issues arising during discussion:</b></p> <ul style="list-style-type: none"> <li>• The above recommendation has been superseded by the recommendation to SCRA staff to uninstall MS teams in order to preserve CSAS.</li> </ul>		

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	<ul style="list-style-type: none"> <li>• Additional sprint work is due to complete March 2021. The Digital Delivery Team are working with Brightwire who will help with the establishment of user requirements which will drive sprints.</li> <li>• The Digital Delivery Team are considering a targeted reintroduction for business users.</li> <li>• UNISON members have asked what action the EMT are taking on the recent VPN issue and subsequent impact on systems. SD confirmed UNISON have been advised that the disablement of Teams is being considered.</li> <li>• An initial communication will be around what work is being undertaken to determine out what is driving the issues. Work will continue with ITECH's on diagnosing system performance issues. It is important to ensure staff understand it is not CSAS that is causing the issue with Teams.</li> <li>• LMcD has made representation to ITECH's in relation to uninstalling MS Teams.</li> </ul>		
12.	<p><b>Victim Information Report</b>  AH introduced SCRA's Victim Information Service report, EMT are asked to;</p> <ul style="list-style-type: none"> <li>• note the contents of this report, and to provide any observations or feedback that can be provided to the VIC's,</li> <li>• recommend which network or group would be best placed to consider future reports from the VIS, and which would be most beneficial to ensuring that this work maintains its importance.</li> </ul> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• This report provides an annual summary of the work of the Victim Information Service (VIS) in 2019. The VIS consists of 2 Victim Information Coordinators, managed by the Operational Development Manager</li> <li>• The VIS gathers information over the course of each year and has up until now reported to the Operational Group. The 2 VIC's historically attended an Ops Group Meeting to speak to their report. This information has always been well received and previous discussions have resulted in operational actions and a renewed focus on victim information.</li> </ul>		

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	<ul style="list-style-type: none"> <li>• The Ops Group came to a natural end last year.</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• The report should be taken to the Practice &amp; Quality Network.</li> <li>• The annual report will continue to come to EMT.</li> <li>• EMT thanked the Victim Information Coordinators for the valuable work they do.</li> </ul>		
13.	<p><b>Budget 21/22</b> EM provided a verbal update.</p> <ul style="list-style-type: none"> <li>• Budget holders were thanks for their efforts in submitting returns.</li> <li>• SG Sponsor team are providing reassurance in terms of what we can expect in 21/22 funding.</li> <li>• EMT are asked to consider any further impacts of the pandemic not yet included within the budget. Does the current figure include everything? i.e. pay, pensions, permanent and temporary posts created off the back of the recovery plan, etc.</li> <li>• Further work being done by the finance team and any variances will be brought back to EMT for further discussion.</li> </ul>	Dec 20	All  EM
14.	<p><b>December Board</b> Draft Board reports were reviewed ahead of the 16 December meeting.</p>		
15.	<p><b>Digital Programme</b> NH Provided a verbal update.</p> <ul style="list-style-type: none"> <li>• All teams have now transitioned to live.</li> <li>• It has been a difficult few weeks but we are on track.</li> <li>• Positive feedback have been received from Glasgow in terms of preparation for transition.</li> <li>• There has been an impact on front line service delivery and we need to manage expectations between now and year end. Six localities are currently in the most challenging phase of the transition.</li> <li>• We are asking partners to support us as we work through the process.</li> <li>• We need to provide support to localities facing difficulties.</li> </ul>		

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16.	<p><b>Recovery Plan SCRA</b></p> <ul style="list-style-type: none"> <li>• Discussions are ongoing about updating the plan to take into account the work done to date and any assumptions to date. This would become the operational document for the locality planning process for 2021/22.</li> <li>• The locality planning process will be kicked off in the New Year with a light touch review of 2020 and what will be the planning priorities for the next year.</li> </ul>		
17.	<p><b>Information Governance</b></p> <p>AH provided a verbal update.</p> <ul style="list-style-type: none"> <li>• IG leads meeting was held recently and attended well. Issues were surfaced around the ND processes. Staff have been reassured there is an understanding there is an increased risk while staff become familiar with CSAS operating processes.</li> </ul>		
18.	<p><b>Practice and Policy</b></p> <p>AH provided a verbal update.</p> <ul style="list-style-type: none"> <li>• A letter has been received from an agent with a list of situations where SCRA are not adhering to what is expected of us in relation to siblings' expectations. AH will issue a reminder to staff when appropriate.</li> <li>• AH advised of a case where SCRA progressed with the hearing of a 17 year old who was moved to a secure unit. The decision went to a judicial review which was refused due to the competency of our proceedings. The practice team have advised this decision is being reclaimed and is awaiting a date. Appeal routes so far have indicated SCRA proceedings were competent.</li> </ul>		
19.	<p><b>New Risks</b></p> <ul style="list-style-type: none"> <li>• Consider the Lanarkshire issue and potential risk to the organisation.</li> <li>• Potential data risk, LB considering.</li> </ul>		

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<b>20.</b>	<b>Forward Look</b> A summary of key meetings over the next month was reviewed.		
	<b>Date of Next meeting;</b> Wednesday 13 January, by Skype		