

AGENDA

| # | Item | Purpose | Paper | Action |
|-----------------------|---|------------------|-----------|----------|
| 1. | Apologies | | | |
| 2. | AOB | | | |
| 3. | Minute of Previous Meeting – 11 January 2023 | Approval | To follow | |
| 4. | Matters Arising a) Staff Pay | | | |
| 5. | SCRA Business Plan | Discussion | Attached | |
| 6. | SCRA Audit & Risk Committee a) Agenda | Info | Attached | |
| Standing Items | | | | |
| 7. | Practice and Policy a) General Update | Info | Verbal | AH |
| 8. | Information Governance a) General Update | Info | Verbal | AH |
| 9. | Digital Programme a) General Update | Update | Verbal | LM cD |
| 10. | Keeping the Promise a) Hearing System Working Group (HSWG) b) Keeping The Promise Programme Board | Update Update | | LB LB |
| 11. | New Risks | | | |
| 12. | Forward Plan a) Challenge & Review – 16/02 b) CELSIS SAB Leadership Meeting – 17/02 c) National Partnership Forum 21/02 d) SCRA/CHS Senior Team Event 22/02 e) Audit & Risk Committee 23/02 f) | | | |
| | Date of Next meeting; Wednesday 01 March 2023, By Teams | | | |

Present

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|------------------------|---|
| Neil Hunter (NH) | PR/CE, Chair |
| Alistair Hogg (AH) | Head of Practice & Policy |
| Helen Etchells (HE) | Senior Operational Manager (North & West) |
| Ed Morrison (EM) | Head of Finance & Resources |
| Lisa Bennett (LB) | Head of Strategy and OD |
| Susan Deery (SD) | Head of Human Resources |
| Lawrie McDonald (LMcD) | Head of IT |
| Paul Mulvanny (PM) | Senior Operational Manager (East & Central) |
| Pamela Armstrong (PA) | Governance Officer – Minute |

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| 1. | Apologies | | |
| 2. | AOB None | | |
| 3. | Minute of Previous Meeting – 03 November 2022 Minute Approved | | |
| 4. | Matters Arising Staff Pay | | |
| 5. | Procurement Update EM introduced the report asking the EMT to note procurement activity during the first six months of 2022/23 and further planned activity which further aligns SCRA with Scottish Public Sector best practice. The EMT expressed their thanks to the Procurement team for the hugely impressive work that they do, that is not always visible but vital to the operation of the organisation. | | |
| 6. | Revision of Procurement Policy Manual EM introduced the report recommending the EMT approve SCRA's revised Procurement Policy Manual in line with the Procurement Reform (Scotland) Act 2014 (the Act) which further aligns SCRA with Scottish Public Sector best practice. Noted: The main changes to the Policy were: <ul style="list-style-type: none"> to include reference to Construction Policy Notes to update the list of general policies | | |

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| | <ul style="list-style-type: none"> to update the Legal Framework following Brexit including reference to The World Trade Organisation Agreement on Government Procurement (WTO GPA) to update links throughout Policy to update the Glossary <p>Agreed: To approve SCRA's revised Procurement Policy Manual in line with the Procurement Reform (Scotland) Act 2014 (the Act) which further aligns SCRA with Scottish Public Sector best practice.</p> | | |
| 7. | <p>Elgin Works – Business Case Offline approval has been given for the revised project budget for the reconfiguration of the ground floor space to provide an enlarged hearing centre along with office space.</p> | | |
| 8. | <p>SCRA Internal Review HE introduced the preliminary findings and recommendations of the internal review.</p> <p>Issues arising during discussion:</p> <ul style="list-style-type: none"> Staff Members continue to be supported by HR and the LRM. An update will be provided to the Board at a future meeting. All recommendations are practical, and we will consider how best to take them forward. EMT comments are welcome around how to transform recommendation into actions. The EMT Recognise the contribution from HR, the SOM and LRM. Work is continuing on the inclusive behaviour's framework. | | |
| 9. | <p>Internal Audit Tracker – Update The latest status of the tracker was reviewed. A further update will be provided at the February 23 meeting.</p> | | |
| 10. | <p>SCRA Board Reports Draft reports were reviewed by the EMT ahead of the December meeting of the Board. Final versions of all report to be issued to PA/NH by the end of the week.</p> | | |
| STANDING ITEMS | | | |
| 11. | <p>Practice and Policy General Update AH Provided the following verbal update:</p> | | |

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| | <ul style="list-style-type: none"> • UNCRC – outlook for reconsideration in Parliament in potentially February/March 2023 with immediate implementation expected thereafter. • Care & Justice Bill – The bill and financial memorandum have been sent to The Minister for approval. • Bairns’ Hoose model and governance group - standards are out for consultation and will possibly be published around February with an outlook to implement the model of BH delivery across the country. • Prison Transportation – Significant measures around the contract may be taken in January. Any update will be provided at a future meeting. <p>Practice Team Proposal</p> <ul style="list-style-type: none"> • AH introduced the report, presenting several options around the structure of the Practice Team. • EMT agree in principle, and this will be remitted to Challenge and Review. | | |
| 12. | <p>Information Governance</p> <p>AH provided the following verbal update:</p> <ul style="list-style-type: none"> • The change to the non-disclosure process has been implemented. This will be monitored, and future enhancements will be considered. • Breach numbers remain stable. | | |
| 13. | <p>Digital Programme</p> <p>LMcD provided the following verbal update.</p> <ul style="list-style-type: none"> • All projects are on track • Nonvalue add projects are still required but they will not add value in terms of efficiencies. • Work is continuing on the link between digital and the business and how teams interact with each other. • The Cyber Security Process will require to be developed over 2023. • There is ongoing development of the relationship with Scottish Government regarding AI opportunities in the future. We will need to look at the budget position if wishing to continue with the AI project. | | |
| 14. | <p>Keeping the Promise</p> <p>LB advised there will be a lot of activity and updates on Promise activity over the coming weeks and months.</p> | | |
| 15. | <p>New Risks</p> <p>No new risks identified</p> | | |
| 16. | <p>Forward Plan</p> <p>The forward plan was reviewed.</p> | | |

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| | Date of Next Meeting Wednesday 11 January, By Teams | | |