

### Attendance

Neil Hunter – Principal Reporter/Chief Executive  
Alistair Hogg – Senior Operational Manager (North West)  
Susan Deery – Head of HR  
Lisa Bennett – Head of Strategy and Organisational Development  
Tom Philliben – Senior Operational Manager (East and Central)  
Ed Morrison – Head of Finance and Resources  
Malcolm Schaffer – Head of Practice and Policy  
Nicola Campbell – Interim Governance Officer

### MINUTE

		Action	Date
1.	<b>Apologies</b> None		
2.	<b>AOB</b>		
(a)	Temporary Posts – Two temporary and one acting up post on information governance will be taken to challenge and review meeting in February for a substantive decision.		
(b)	Head of Practice and Policy Succession planning for the retirement MS will commence with members of the Executive Management team and in line with recent agreed approach endorsed by Remuneration Committee		
3.	<b>Minute of Previous Meeting 12 December 2018</b>  <b>Item 2(c).</b> Agreed that this post would be extended to the end of April and not March as recorded.		
4.	<b>Matters Arising</b> None		
5.	<b>Finance</b>  <b>Budget Monitoring 2018/19</b> The December Budget monitoring report identified 237k forecast revenue underspend. EMT identified 3 options to bridge the underspend gap.  1. Voluntary exit scheme – discussions with partnership and approval from Board before any		

	<p>concrete plans are made.</p> <ol style="list-style-type: none"> <li>2. Technology in Hearing rooms</li> <li>3. Carry forward in legal costs in anticipation of Supreme Court proceedings in 19/20 (see item 8)</li> </ol> <p>EMT will make any further proposals to EMT via EM</p> <p><b>Budget 2019/20</b>  Budget Plans for 2019/20 are being prepared for board approval in January. In the Financial Strategy it was noted that SCRA's revenue requirement for 2019/20 was £23.856m excluding digital.</p> <p>The Scottish Government Spending Review will again result in one year funding settlements for public sector bodies. The Finance Ministers Draft 2019/20 Budget Plans reflects no change in SCRA's published revenue funding of £21.3m excluding digital .</p> <p>Budget plans for 19/20 therefore need to factor in scenarios of £1m – £2.5m deficit. Challenge and Review starting point might reasonably start at £1m given communication from SG, but this is by no means guaranteed.</p>		
<p><b>6.</b></p>	<p><b>SCRA December Board meeting</b></p> <p>NH introduced and highlighted the need to reflect on Board comments and discussion at its December meeting. There appeared to be concerns from some Board members about the degree of visibility and assurance of key management actions.</p> <p>NH has agreed to return to the Board in March to highlight the body of work linked to Health/Wellbeing and staff surveys in 2018</p> <p>The Organisational Performance Report which is next due to be taken to the Board in March should provide clearer linkage between the performance data and management actions.</p> <p>Preparing Board reports further in advance be taken to Executive Management Team meetings providing Board members with the necessary information. NH/NC will prepare a new schedule for submission of draft Board reports at the EMT immediately before each Board, commencing 6 March 19.</p>	<p><b>NH/NC</b></p>	<p><b>immediate</b></p>

	<p>Noted the recent agreement that an invitation will be extended to the Board Chair at Audit and Risk Committee when deemed appropriate by the chair of Audit and Risk. There is a risk that the Chairs overall perspective on issues such as IG may be impacted on by non-attendance at ARC. NH will continue this discussion with the Board Chair.</p>		
7.	<p><b>Information Governance</b>  Low impact data breaches will continue to be recorded at locality level with the Information Governance team receiving more information and a summary of incidence when requested. AH/TP to reinforce the importance of localities providing the Information Governance team with summary of information of data breaches</p> <p>SCRA have recently been in dialogue with the ICO on a recent Offence Recording error. SCRA considered this as a breach, but the ICO did not. As a result the ICO has reviewed there position and will not investigate. Actions will be collated from the information in these investigations and taken back to members of EMT.</p> <p>MS would like to note recognition of managers going beyond the call of duty to retrieve papers which are considered to be data breaches. This commitment demonstrates the importance which SCRA staff view information security.</p>		
8.	<p><b>Policy and Law Report</b>  Those involved in the 'ABC case' have until the end of January to appeal to the Supreme court over the Judgment made.</p> <p>MS will give further evidence in Parliament regarding the Age of Criminal Responsibility tomorrow (10 January).</p> <p>Discussions on going around the potential impact on referrals from Police Scotland if the Equal Protections Bill is passed in Parliament which is supported by Scottish Government. In theory any increase should be minimal but the situation will be kept under review and early dialogue commenced.</p>		
9.	<p><b>Digital Strategy Update</b></p> <p>(a) <b>Digital Delivery Board</b>  NH had circulated a paper proposing a restructure of the Digital Delivery Board. This would also entail integration of the Stakeholder Group. There is an issue about</p>		

<p>(b) <b>Digital First Standards Assessment</b> Action plan has been submitted via LMcD to the OICO although they have yet to respond.</p> <p>LMcD working on CSAS Project Plan for the next 9 months which is expected to be finalised by the middle of January.</p> <p>(c) <b>Business Readiness</b> First Draft of person Spec for Operational Lead complete – Initially this role will be based on a 3 day per week secondment although discussions are ongoing around the size of tasks being asked by the post holder.</p> <p>Discussions continue on whether to back fill this post. Candidates to be Identified by the end of January. This post will run from the soonest possible date till the end of all sprint processes. The action plan created by LMcD will help assess the commitment needed for this role.</p> <p>(d) <b>Digital Hearings</b> LB tabled a paper on Digital Hearings, Better Hearings and Effective Participation for discussion and information to EMT members. Communications will be sent out to all staff via team brief.</p>	<p>Scottish Government, Policy Team, who are members of the Stakeholder Group not being sufficiently engaged in the new structure and up to date with developments when discussing digital. It was agreed that The Scottish Government Policy Team will be invited to attend DDOC. Noted that the OCIO (SG) are members of both the DDB and DDOC.</p>	<p><b>NH</b></p>	<p><b>Immediate</b></p>
<p><b>10.</b></p>	<p><b>New Risks</b> No new risks identified</p>		
<p><b>11.</b></p>	<p><b>Forward Look</b></p> <p>a) <b>Mental Health Review</b> – Young People in Custody - SCRA have been asked to participate in the research of the mental health of young people in custody, looking at key points of a Young person’s life before going into custody and looking at decision making prior to going into custody.</p> <p>b) <b>Parliamentary Enquiry – Hearing System Reforms</b> Updated action plan will go to the Parliamentary Committee which will be held on 10 January.</p>	<p><b>LB</b></p>	<p><b>Feb 19</b></p>

	<p><b>c) Risk Reference Group</b> – EM leading this via skype</p> <p><b>d) OLM/CHS/SCRA Workshop</b> – Discussions with National Convenor have commenced in relation to feedback loop</p> <p><b>e) SCRA Board</b> - Discussed Previously</p>		
<b>12.</b>	<p><b>Business Plan 2019/20</b></p> <p>LB had circulated a first draft of the 19/20 Business Plan. The 2019/20 Business Plan which will be taken to the Board for approval in January will provide a detailed picture of how SCRA will seek to deliver the third and final year of its 3 year Corporate Plan 2017/20.</p>		
<b>12.</b>	<p><b>Date of Next meeting;</b> 13 February 2019</p>		