AGENDA

#	Item	Purpose	Paper	Action
1.	**Apologies**			
2.	**AOB**			
3.	**Minute of Previous Meeting –** 06 Dec 2023	Approval	To follow	PA
4.	**Matters Arising**			
5.	**SCRA/UNISON Partnership Workshops – preparation and planning**	Discussion		NH
6.	**OD Team Proposal**	Approval	Attached	PM
7.	**OD Team Plan 2024/25**	Noting	Attached	PM
8.	**Glenrothes project**	Approval	Attached	EM
9.	**Board meeting** - Draft Reports **a) Budget 2024/25** **b) Overview of Policies**	Approval	Attached	EM/PA
Standing Items				
10.	**Practice and Policy** a) General Update	Update	Verbal	AH
11.	**Information Governance** a) General Update b) November breach report	Update Noting	Verbal Attached	AH AH
12.	**Digital Programme** a) General Update	Update	Verbal	DC
13.	**Keeping the Promise** a) Hearings for Children b) Keeping The Promise Programme Board	Update Update	Verbal Verbal	AH LB
14.	**New Risks**			
15.	**Forward Plan** a) TOM creating the vision workshop – 15/1/24 b) Corporate/Business Plan – 17/1/24 c) CH Redesign Board – 18/1/24 d) C&F National Leadership Groupo – 23/1/24 e) SCRA Board meeting – 31/1/24			
	Date of Next meeting Thursday 08 February 2024, at Ochil House, Stirling			

Scottish Children's Reporters Administration
Minute of Executive Management Team Meeting
Held on Wednesday 06 December 2023,
at 10:00amAt Ochil House, Stirling

Present

Neil Hunter **(NH)**	PR/CE, Chair
Susan Deery **(SD)**	Head of HR
Alistair Hogg **(AH)**	Head of Practice & Policy
Douglas Cameron **(DC)**	Head of Digital
Paul Mulvanny (**PM**)	Senior Operational Manager (East & Central)
Ed Morrison (**EM**)	Head of Finance & Resources
Helen Etchells **(HE)**	Senior Operational Manager (North)
Lisa Bennett **(LB)**	Head of Strategy & OD
Pamela Armstrong **(PA)**	Governance Officer, Minute (By TEAMS)

	Item	Timescale	Action
1.	**Apologies** None		
2.	**AOB** None		
3.	**Minute of Previous Meeting –** 01 November 2023 Approved		
4.	**Matters Arising** **Staff Pay** – A simplified pay offer, supported by SG pay policy, has been made to all staff. UNISON have issued a ballot which will close Friday 15th December,		
5.	**Property Resource Modelling** EM introduced the report. **Noted:** • The report provides a starting point for EMT discussion on the current usage of our hearing centres and the costs of providing these facilities. The operational requirement for property was changing prior to 2020 but the move to more agile and flexible working along with the use of technology has accelerated these changes. • Whilst only a single year of hearings data is available, if the usage/ cost outlined from this exercise is consistent then it is not sustainable in the longer term as it is not providing good value for money. Alternative options for service delivery		

	Item	Timescale	Action

	will need to be considered where relocation/ replacement of existing premises is necessary.
	• The availability of this information can assist with decision making regarding significant investment in property. As more data becomes available and the model is refined over time it may help with:
	     o Development of business cases
	     o Provision of information to Scottish Government
	     o Identifying where changes to current service provision should be explored.
	     o Quantifying how our services are being delivered and the relative costs/ benefits of each method.
	• There are currently a lot of variables that will influence the strategic direction for property provision. Some hearing centres are known to be low use locations and the ability to quantify this going forward will allow this to be reflected in future planning.
	• An update to the Property Strategy to align with the new Corporate Plan will be prepared for the June Board meeting and the preparation of this usage/ cost model was highlighted as an area of planned work in 23/24.
	
	Agreed:
	• To further update and refine the data included in this report as it becomes available, to provide a clearer picture of usage over time. A further update to be brought to the February meeting.
		Feb 23	EM

6.	**Procurement Update** EM introduced the report, providing an update on Procurement activity during the first six months of 2023/24 and further planned activity which further aligns SCRA with Scottish Public Sector best practice. **Noted:** The report covered the following. • Procurement Team Plan 2023/24 • Key contracts awarded in 2023/24 • Other Procurement Activities • Procurement Team Plan 2023/24 • Procurement Programme 2023/24 • Developing the Procurement Function • Risk management		

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	Issues arising during discussion: • Continued activity is in support of organisations smooth running and best value. • The team provides a vital function invisible to most staff.		
7.	**Trauma Training Update** SD introduced the report, providing an update on SCRA's Trauma Training Programme and outlining a proposal to adopt a proactive approach to supporting the mental health and wellbeing of staff who are in roles where there is a risk of secondary trauma. **Noted:** • **Secondary Trauma Sessions** – Sessions have now been delivered in all SCRA Localities. These sessions provided an opportunity for staff in Localities to understand the signs and symptoms of secondary trauma as well as gaining an appreciation of the range of supports provided by SCRA. A common theme from these sessions was that staff and managers would appreciate a more proactive approach to supporting the staff in roles where there are risks of secondary trauma. In response to this we have explored some options with Optima, our EAP provider, and are proposing that SCRA adopt a Psychological Surveillance approach. • The Psychological Surveillance service provided by Optima is designed to support staff in roles which involve direct or indirect exposure to distressing traumatic events, information, or material. • Psychological surveillance is intended to support staff in maintaining their psychological health, and initially involves completing a questionnaire which is reviewed by Optima staff. • Where further interventions are identified, these will either be covered by the EAP contract or require specialist trauma support such as trauma based Cognitive Behavioural Therapy (CBT) or Eye Movement Desensitisation Reprocessing (EMDR). • Psychological Surveillance provides SCRA with a proactive service which helps us exercise our duty of care to support our staff and to help them to sustain their mental health and wellbeing. The service provides a means of helping those who provide services which sit outside the spectrum		

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	of usual life experiences and for those roles which involve direct or indirect exposure to distressing traumatic events, information, or material. **Agreed:** • The report will be taken to the Court Management Network for further discussion and consideration.		SD
8.	**Learning Data** SD introduced the report, providing an update on the Learning & Development Key Performance Indicators for the years 2022/23 & 2023/24 (Q1 & Q2). The paper also provides an update from the November Learning Network regarding the ongoing work to develop a co-ordinated and comprehensive Learning Plan, Course Programme and Learning Calendar. **Noted:** • In 2022/23, staff attended 2095 learning events which equates to 4.4 learning events per employee. This exceeded the Learning KPI of 4 Learning Events per employee per year. • The Learning Network met in November 2023 to review the Learning Plan, which was published to Connect in October 2023. Updates to the plan will be made in January 2024. • The Learning Network agreed to develop a Learning Programme and Calendar which will provide detailed information on the learning resources and opportunities available within SCRA and from external providers. This Programme will provide Managers and Staff with a comprehensive understanding of the current and upcoming learning available to support Personal Development Planning and is intended to assist managers to plan learning with their staff across the calendar year. **Issues arising during discussion:** • Work is required to be done on better recording on iTrent of all learning events attended. • The report is helpful in highlighting gaps.	.	
9.	**SCRA Board Meeting** Draft reports for the December meeting of the SCRA Board were reviewed. Papers to be issued to members by the end of the week.		

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STANDING ITEMS			
10.	**Practice and Policy** AH provided the following verbal update; • **CCYJ** – There is a difference of opinion between government and ministers, around the provision of information to victims. • Looking at ability of court to implement a non-harassment order. It has been asked if discretionary power can be extended to the PR to advise, where YP has been kept in secure accommodation. • **BH Governance Group** – The chair has resigned. There is a meeting on Dec 19th with director. • **BH network internal group** – The group is ready to commence – SOM's are invited to attend.		
11.	**Information Governance (AH)** **General Update** • The October breach report was noted.		
12.	**Digital Programme (DC)** **General Update** • DC is reviewing the IT team structure. • Future reporting will be linked to items in the Head of IT's induction plan.		
13.	**Keeping the Promise (LB/AH)** **Hearings for Children** AH provided a verbal update. We are waiting on SG to feedback on recommendations. This is expected towards the end of December.		
14.	**New Risks** None		
15.	**Forward Plan** The forward plan was reviewed.		
	Date of Next Meeting Wednesday 10 January, by Teams		