

## Present

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

	Item	Timescale	Action
1.	<b>Apologies</b> Lawrie McDonald Neil Hunter Lisa Bennett Paul Mulvanny		
2.	<b>AOB</b> <b>Big Walking Challenge</b> – The challenge has now concluded and has received positive feedback from staff. Consideration will be given to future group activities of this type as there was a clear and positive impact on staff and team moral. SD to discuss further with the H&S Officer.		SD
3.	<b>Minute of Previous Meeting – 02 June 2021</b> Agreed, subject to amendments discussed.		
4.	<b>Matters Arising</b>  <b>Glasgow Property Update</b> EM provided a verbal update <ul style="list-style-type: none"> <li>The project budget is tight (mostly focused on 2<sup>nd</sup> and 3<sup>rd</sup> floors) and the assumption is that we would do minimal work to floor 4 this year – carpet, decoration, some furniture to support the change of use of some rooms.</li> <li>Taking down walls, removing rooms or the wall between the two LRM offices, is not feasible within the current budget.</li> <li>It was not intended that the size and shape of the training room would change with this project. That would require a significant budget of its own. However, perhaps improved, more flexible furniture would make the room work better.</li> </ul>		

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	<p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• EMT are content with the above assumptions.</li> <li>• HO staff who previously used Bell Street on a frequent basis have raised a number of more detailed points that will require discussion with EMT but these will be caught in a paper for the August EMT meeting.</li> </ul> <p><b>Ochil Property Update</b> EM provided a verbal update It is hoped that the works to create a larger hearing room in Ochil House can start on site in late summer. This raises a number of immediate issues as follows:</p> <ul style="list-style-type: none"> <li>• A large amount of materials will need to be moved to allow works to go ahead. These appear to be mainly Practice and Comms materials.</li> <li>• In addition, the first two pods of 6 desks will be removed (relocated to the HR/Finance/IT end of the building). These desks need to be vacated and the area completely cleared. The contractor will dismantle the desks and relocate them but there is a lot of material on the floor, on the desks and in the desk-ends - IT kit, personal peds, and boxes.</li> <li>• Both waiting rooms will need to be cleared. If the peds are relocated from the waiting rooms and from the 12 desks, there could have up to 35 peds to accommodate in the HR/Finance/IT room.</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• To completely dispose of the peds and the old desks in the former HR/Finance/IT area (Staff will be given the opportunity to take a ped home if they require to maintains sensitive information while working from home)</li> <li>• EMT to tie in with individual teams and coordinate with EM/Property on a plan for clearing up the area.</li> <li>• EMT to discuss the scope of the main work at an appropriate time.</li> </ul> <p>All other matters arising are covered within the agenda.</p>	Aug	EM
5.	<p><b>Learning &amp; Development</b> SD introduced the report asking EMT to approve the resources required to develop, lead and co-ordinate SCRA's organisational Learning and Development Strategy.</p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>• It has been 5.5 years since SCRA had a specific L&amp;D post that focused on workforce learning and</li> </ul>		
			EMT

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	<p>development for SCRA. Since that time, we have relaunched our approach to L&amp;D with a commitment to continue to provide quality learning opportunities/events for all staff, as well as communicating an expectation that staff take responsibility for their own learning and development. Given the current resources and work pressures, this area of support and wellbeing has not been prioritised in the way that we would wish.</p> <ul style="list-style-type: none"> <li>• SCRA’s current Business, People and Operational Plans rightly focus on bringing learning and development to the forefront as part of our support, inclusion and wellbeing strategies and SCRA is keen to respond in meeting the ambitions of these plans.</li> <li>• We know that our commitment to Keeping the Promise brings with it additional workforce supports and developments, some of which have already commenced such as trauma informed workforce developments, coaching and mentoring programmes and inclusive (leadership) behaviours, but we know we will need to reshape, review roles, upskill and provide opportunities for growth and development for staff over the coming years so that they can respond to the changes that reform is likely to bring.</li> <li>• The HR Managers (both currently employed on a 0.5 fte basis) will be asked to act up by 0.5 fte each to fill the other half of each HR Manager post. An internal/external recruitment exercise to recruit to the resultant HR BP vacancy left by the HR Managers will be progressed as well as a ring fenced recruitment exercise with the HR Assistants to convert one post from Assistant to HR BP. All of these arrangements will be in place until 31/3/23.</li> <li>• A review of these arrangements will take place in the 1<sup>st</sup> quarter of 2023 to evidence the value add of this structure before any longer term decisions on resources are taken.</li> <li>• Early discussions with UNISON have taken place on the need to secure resources to focus on learning and development across the organisation.</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• EMT are supportive of the proposal which will be brought back to the August EMT meeting for further review.</li> </ul>	Aug 21	SD
6.	<p><b>Who Cares? Scotland Tenancy</b> EM provided a verbal update.</p> <ul style="list-style-type: none"> <li>• WC?S have a contract with North Lanarkshire Council until next summer which has an option for NLC to</li> </ul>		

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	<p>extend for a further 2 years. As the option to continue is not certain at this stage they have asked if they could roll the lease over for 12 months and look at a new lease next year (assuming contract continues).</p> <ul style="list-style-type: none"> <li>Property have considered this and came to the conclusion that given the market uncertainties and the synergy between SCRA and WC?S allowing the current arrangement to continue for a year on tacit relocation looked a fair proposal. Whilst the rent is quite modest, WC?S cannot reclaim the rates as it forms part of the service charge – normally a charity can claim relief from paying this direct, so it is an additional cost for them.</li> </ul> <p><b>Agreed:</b> EMT are supportive of the decision that this tenancy will continue for a further 12 months on tacit relocation.</p>		
	<b>Standing Items</b>		
7.	<p><b>Digital Programme - RAVHI – update</b> SD introduced the report recommending EMT approve a higher duties payment for Grade A staff involved in the RAVHI project.</p> <p><b>Noted:</b></p> <ul style="list-style-type: none"> <li>The RAVHI pilot ended on 30<sup>th</sup> June 2021. The evaluation of the pilot recommended extending the RAVHI platform to all localities as part of the standard operating model. This will currently be delivered on the standalone sandbox platform whilst future developments take place within the CSAS model, which will enable this service to be delivered locally during 2022. This service will now be available to all localities phased from 1<sup>st</sup> July 2021 with temporary arrangements in place until 31<sup>st</sup> December 2021. We are currently concluding the identification of the final volunteers into the team. A number of Localities are now taking up the offer of backfills for those staff being seconded.</li> <li>The RAVHI model is supported by a centralised team of circa 20 fte staff seconded from Localities, alongside the core team of 4 fte. The VH Lead (Isobel Irvine from 12<sup>th</sup> July) reports into Helen Etchells, SOM. The centralised team comprises secondees from Localities from both Grade A, Grade B and MA roles. All team members are performing the same elements of the role.</li> <li>Whilst the seconded role does not have a Job Description that has been evaluated under the normal Job Evaluation processes, due to the short term life of the centralised team, it is considered that the tasks being performed as part of the team are at Grade B level.</li> </ul>		

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	<ul style="list-style-type: none"> <li>To recognise that all staff are performing the same role, this paper proposes that the 5 fte Grade A roles and 1 MA in the centralised team, are awarded a higher duties allowance up to the equivalent of the minimum point of Grade B (pro-rated) from 1<sup>st</sup> July 2021 to 31<sup>st</sup> December 2021.</li> </ul> <p><b>Agreed:</b> To approve a higher duties payment for Grade A staff involved in the RAVHI project.</p>		
8.	<p><b>Covid 19</b> <b>Social Distancing Measures</b></p> <ul style="list-style-type: none"> <li>SG have requested comments around the proposed move to a one meter rule from 19 July and removing the requirement completely from 09 August. EMT have responded and this had been fed back to the Sponsor Team.</li> <li>A staff communication will be drafted in anticipation of any changes. The focus will be on the reduction to a one meter distance, good ventilation, following FACTS guidance, good people/time management and maintaining a one way system in all areas.</li> <li>The reduction to one meter distancing offers the opportunity to unlock some hearing rooms allowing a greater number of face to face or hybrid hearings to take place in some areas.</li> </ul> <p><b>Recovery</b></p> <ul style="list-style-type: none"> <li>Some localities are finding cover of the summer months challenging as staff are trying to use carried over leave. Can any flexibility be given to the time limits on using leave? SD will take this to the HR Sub group and feedback.</li> </ul>		SD
9.	<p><b>Keeping the Promise</b> AH provided a verbal update.</p> <ul style="list-style-type: none"> <li>The July meeting of CHIP has been postponed until August.</li> <li>Discussions are ongoing relating to the appointment of an independent Chair to lead and coordinate the work of the group and that governance structures be designed to support them in this work – linking to organisational Boards as well as the Promise Oversight Board.</li> <li>Work is continuing on the draft job description for the Programme Manager position. It is anticipated the vacancy will go live in August.</li> </ul>		

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	<ul style="list-style-type: none"> <li>Discussions are ongoing in relation to the potential for an Operational post around the work of The Promise.</li> </ul>		
10.	<p><b>Practice and Policy</b> AH provided a verbal update;</p> <ul style="list-style-type: none"> <li>Children (Scotland) Act 2020 – training is ongoing. The Practice Team have engaged with operational staff on the development of practice materials.</li> <li>Coronavirus Act – SG have asked if we require any measures in order to maintain the ability to conduct virtual hearings. The measure on the obligation to attend a hearing will continue beyond September. The practice team are considering the implications of this.</li> </ul>		
11.	<p><b>Information Governance</b> AH provided a verbal update;</p> <ul style="list-style-type: none"> <li>ND – Discussions continue around a range of actions including asking the practice team to give further consideration to a number of questions that have been asked. A response will be provided to the LRM query.</li> <li>The IG team will conduct analysis on ND breaches over the last two years. An IG Leads sub group will be set up to assist. EM will update the risk description within the strategic risk register.</li> <li>Ayrshire Breach – The ICO have confirmed an investigation will be undertaken.</li> </ul>		
12.	<p><b>New Risks</b> While no new risk were identified there is concern over the reduction of social distancing measures and the impact on the return to face to face hearings and increased movement in offices and hearing centres.</p>		
13.	<p><b>Forward Plan</b> A summary of key meetings over the next month was reviewed.</p>		
14.	<p><b>Date of Next meeting;</b> Wednesday 04 August , by MS Teams</p>		