



SCOTTISH

CHILDREN'S REPORTER
ADMINISTRATIONScottish Children's Reporter Administration
Executive Management Team
03 June 2020, by Skype**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
Ed Morrison	Head of Finance and Resources
Alistair Hogg	Head of Practice and Policy
Tom Philliben	Senior Operational Manager (East and Central)
Helen Etchells	Senior Operational Manager (West and North)
Susan Deery	Head of Human Resources
Lorna McNaughton	Programme Delivery Manager (Item 8)
Donna Redfern	Digital Services Manager (Item 8)
Pamela Armstrong	Governance Office (Minute)

	Item	Timescale	Action
1.	Apologies None		
2.	AOB a. Use of CSAS on different devices – Security declaration will be amended accordingly b. CYCJ Governance Group – Consider replacement for TP, Feed back to TP by the end of the week. c. Research – A multi-agency group is to be set up to consider offending by 12-15 year olds, in relation to the ACR Bill. EMT to consider a suitable representative from SCRA.	05/06 19/06	EMT EMT
3.	MOLM - 06 May 2020 Agreed as accurate.		
4.	Matters Arising a. Reserve Panel Member Discussion <ul style="list-style-type: none"> There have been a significant number of hearings unable to proceed with the emergency legislation provision. Clarification is needs on which point the hearing becomes operational. Issue to be raised with CHS on today's joint resilience group. AH and EH will discuss offline. b. Emergency Legislation <ul style="list-style-type: none"> Data has been submitted to SG. It is expected it will be presented to the Committee in the next couple of weeks. The majority of scrutiny is around expiring reviews. There is an issue with how other agencies perceive SCRA's use of emergency provision. 		

	<p>There is a perception it is being used as a 6 month extension which is not the reality.</p> <ul style="list-style-type: none"> • AH and SOMs will discuss the use of emergency legislation off line. <p>c. Business Plan</p> <ul style="list-style-type: none"> • The Business Plan has been submitted to the Minister for approval. <p>d. Alloa Digital Capability</p> <ul style="list-style-type: none"> • EM confirmed the Alloa hearing centre has no digital connectivity. • EM to confirm if Wi-Fi is available 	<p>Jul 20</p>	<p>SOM's/ AH</p> <p>EM</p>
<p>5.</p>	<p>Stirling Lease Renewal EM introduced the report asking EMT;</p> <ul style="list-style-type: none"> • To confirm that Stirling remains the preferred location for both Head Office and Stirling Locality teams • If Stirling is the preferred location, then to confirm if Ochil House remains the preferred property location, and that Property Team should enter into detailed negotiations with the landlord. <p>Noted:</p> <ul style="list-style-type: none"> • Ochil House, Stirling has been the head office of SCRA since inception of the organisation, and entered into a lease 25 year lease, which is due to expire 25 February 2021. • Ochil House remains a core SCRA property, but in line with the requirements of Scottish Government, Cabinet Secretary approval will be required to renew the lease, or to relocate to alternative premises, and a relatively long period will be required to gain the necessary approvals. • Initial discussions with our current landlord have established that they are keen to retain SCRA as a tenant and are prepared to offer a significant rent free period as an incentive. There is potential for further negotiation on the initial terms offered, particularly if SCRA is willing to commit to a new 10 year lease <p>Issues arising during discussion:</p> <ul style="list-style-type: none"> • There is an opportunity to ensure the landlord fulfils their contractual requirements and provided an opportunity to discuss shared services. <p>Agreed:</p> <ul style="list-style-type: none"> • Stirling remains the preferred location for both Head Office and Stirling Locality teams • Ochil House remains the preferred property location • Property Team should enter into detailed negotiations with the landlord. 		

6.	<p>Hearing Room Improvements Review EM introduced the report recommending EMT;</p> <ul style="list-style-type: none"> • Approve the 2020/21 budget of £100k to upgrade the following 6 hearing rooms: Ayr, Glasgow, Paisley, Selkirk, Thurso and either Cumbernauld or Bellshill – to be chosen by Locality. • Approve procurement exercises to establish longer term contracts for the delivery of the furniture, works and consultancy services to complete the upgrading of all Hearing rooms within a 3 or 4 year period. A detailed procurement strategy will be submitted to EMT for approval. <p>Noted:</p> <ul style="list-style-type: none"> • The Hearing Room Improvements Review Business Case in spring 2019, outlined a 4-5 year plan to upgrade all of SCRA’s remaining hearing rooms to the new, more child & young person-friendly design. This report provides an update on the position reached to date and the proposals to take the project forward in 2020/21. • The 2019 Business Case placed the remaining hearing rooms into priority categories and while we are generally still following this approach, it is being informed by Localities occasionally bringing a particularly poor hearing room to our attention for inclusion at an earlier stage in the programme. • In spite of the current Coronavirus pandemic and the lockdown situation, we are hopeful of being able to deliver these upgrades within the financial year. The procurement stages can be completed during lockdown. Site visits will be necessary. Most are manageable within a day trip, although the Thurso visit may need to be programmed once hotels are allowed to re-open. • If the current budget allocation can be maintained, it may be possible to complete the remaining hearing rooms within a further 3 years. <p>Issues arising during discussion:</p> <ul style="list-style-type: none"> • It is assumed that each locality continues to engage with their local Champions Board and continues engagement with children and young people. • Will the refresh of hearing centres as well as hearing rooms be achievable? <p>Agreed:</p> <ul style="list-style-type: none"> • To approve the 2020/21 budget of £100k to upgrade the following 6 hearing rooms: Ayr, Glasgow, Paisley, Selkirk, Thurso and either Cumbernauld or Bellshill – to be chosen by Locality. • To approve procurement exercises to establish longer term contracts for the delivery of the furniture, works 	Jul 20	EM
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	<p>and consultancy services to complete the upgrading of all Hearing rooms within a 3 or 4 year period.</p> <ul style="list-style-type: none"> To include future proofing of hearing rooms with regard to digital capability. 		EM
7.	<p>Minor Works EM introduced the paper recommending EMT;</p> <ul style="list-style-type: none"> note the contents of this report and approve the programme of essential and priority works Note the budget pressures identified and consider whether capital carried forward from 2019/20 can be allocated to minor works to provide funding for necessary and emerging works. <p>Noted:</p> <ul style="list-style-type: none"> Within the capital budget for 2020/21 there is provision for £100K of expenditure on Minor Works. This budget line is intended for small works or minor improvements that are approved through the capital bid process and do not normally require a formal business case. During the course of each financial year, some building systems and components inevitably fail and will require replacement. To allow for this a sum is normally included within the budget for emerging works. In addition for 2020/21 there is potential for additional minor works to be required to address safety concerns as a result of the coronavirus pandemic. <p>Agreed:</p> <ul style="list-style-type: none"> To approve the programme of essential and priority works To agree capital carried forward from 2019/20 can be allocated to minor works to provide funding for necessary and emerging works. 		
8.	<p>Covid 19 (Business Continuity & Recovery Planning) The EMT action log was reviewed and the following items discussed:</p> <ol style="list-style-type: none"> Operational Update <ol style="list-style-type: none"> Feedback from BC Calls Resilience and issues of concern Data <ol style="list-style-type: none"> Qualitative Quantitative Virtual Hearings <ol style="list-style-type: none"> Inclusivity and “Voice” in hearings. Virtual Hearings Teams Technical/Infrastructure <ol style="list-style-type: none"> VScene – Operational Assessment and known Issues Hardware Recovery and Planning <ol style="list-style-type: none"> Route Map to Office working <ol style="list-style-type: none"> Re-opening of offices 		

	<ul style="list-style-type: none"> ii. Cleaning iii. PPE b. Route map to physical hearings. c. Hearing models and supporting infrastructure d. Partnership discussions <ul style="list-style-type: none"> i. Staff Partnership ii. Service/Centre user partners e. CSAS pathway to live and recovery <p>4. Workforce/staff welfare issues</p> <ul style="list-style-type: none"> a. Absence Rates <ul style="list-style-type: none"> i. Shielding ii. UHP iii. Carers b. Wellbeing concerns c. UNISON Engagement <p>5. Practice & Policy</p> <ul style="list-style-type: none"> a. Court process b. Contact Decisions c. Practice Guidance <p>EMT COVID-19 meetings are held twice weekly and the action log updated by PA. A joint resilience group meeting his held fortnightly with CHS.</p>		
9.	<p>June Board – Review of Reports</p> <p>EMT reviewed the draft reports to the June Board. Final drafts to be sent to PA/HN by Friday 12 June</p>	12/06	All
Standing Items			
10.	<p>Digital Programme</p> <p>An update will be provided at the next meeting.</p>		
11.	<p>Information Governance</p> <p>AH introduced the IG Interim (COVID 19) Report.</p> <p>Noted:</p> <ul style="list-style-type: none"> • On 23 March 2020 the Government issued guidelines to place the country into lockdown following the outbreak of the Coronavirus pandemic (COVID 19). In line with this, SCRA closed all offices and expedited a plan to enable staff to work from home. With this new way of working, new challenges were faced by staff including enabling Virtual Hearings to take place. Ensuring children, families and their representatives receive notification and papers in a safe and secure way, whilst ensuring the safety of the staff involved, was a challenge and SCRA adapted processes quickly in line with the amended legislation. • As a result of our new way of working, there has been a significant reduction in the number of breaches occurring within SCRA. This is due in large to the reduced numbers of hearings and the reduction in mail leaving offices. However, it is important to assess the 		

	<p>type of breaches we are now facing and learn from these, adapting processes where necessary.</p> <ul style="list-style-type: none"> • During the 8 weeks period 23 March – 19 May 2020, there have been 50 new appeals recorded on CMS. The 50 appeals included multiple appeals for some children, where more than one relevant person/and or child appealed the same decision. 		
12.	<p>Practice and Policy</p> <ul style="list-style-type: none"> • Awaiting update from UK Supreme Court regarding the ABC case. 		
13.	<p>New Risks No new risks identified.</p>		
14.	<p>Forward Look A summary of key meetings over the next month was reviewed.</p>		
	<p>Date of Next meeting; Wednesday 08 July 2020 by Skype</p>		