

Scottish Children's Reporters Administration Agenda of Executive Management Team Meeting Held on Wednesday 01 June 2022 Bell Street, Glasgow

AGENDA

#	Item	Purpose	Paper	Action	
1.	Apologies				
_	AOB				
2.	AOB				
3.	Minute of Previous Meeting – 04 May EMT Workplan	Approval	Attached		
4.	Matters Arising				
5.	EMT Internal Review –Sensitive	Approval	Attached	SD	
6.	Establishment Q4	Update	Attached	SD	
7.	Stirling Smart Working Project	Noting Offline Approval	Attached	EH	
8.	Minor Works	Noting	Attached	EH	
9.	Environmental Report	Update	Attached		
10.	Case Sampling – Cross Locality	Update	Verbal	LB	
11.	Business Plan – Change Management	Update	Verbal	LB	
12.	a) Agenda b) Chief Executives Report		Attached Verbal Verbal Attached Verbal Verbal Attached Verbal To Follow Verbal	NH LB EM EM SD PA AH PA PA	
13.	Digital Programme a) Digital CAB update • Minute of the last meeting b) Digital Governance Review c) CSAS improvement and development programme	Info	Attached Verbal	NH/LMcD NH/LMcD NH/LMcD HE/SD/EM	

#	Item	Purpose	Paper	Action
	d) Virtual Hearings	Update		
14.	Covid 19 - Recovery Plan	Update	Attached	HE/PM
15.	Keeping the Promise a) Hearing System Working Group (HSWG) b) Keeping The Promise Programme	Update	Verbal	LB/AH
	Board • Minute of the last meeting	Update	Attached	LB
16.	Practice and Policy a) General Update	Info	Verbal	АН
17.	Information Governance a) General Update b) April Breach Report	Info Info	Verbal Attached	AH AH
18.	New Risks			
19.	Forward Plan a) Highland ADP Event – 09/07 b) Covid-19 Children and Families Collective Leadership Group – 09/07 c) Relations Study - Learning Alliance – 09/07 d) CELCIS' Strategic Advisory Board meeting – 10/07 e) ACR - Programme Board – 13/07 f) CORRA Foundation PDI Steering Group – 14/07 g) SCRA Management Development day – 16/06 h) National Child Protection Leadership Group – 22/07 i) SCRA Board – 22/07 j) CHS/SCRA Business Meeting – 23/07			
20.	Annual Leave/cover arrangements – EMT	Confirm cover	verbal	All
	Date of Next meeting; Wednesday 06 July, Ochil House, Stirling			



Scottish Children's Reporters Administration Agenda of Executive Management Team Meeting Held on Wednesdsy 04 May 2022 Ochil House, Stirling

Present

Neil Hunter (NH) Principal Reporter/Chief Executive – Chair

Alistair Hogg (AH)

Ed Morrison (EM)

Lisa Bennett (LB)

Susan Deery (SD)

Lawrie McDonald (LMcD)

Head of Practice & Policy

Head of Finance & Resources

Head of Strategy and OD

Head of Human Resources

Digital Programme Director

Helen Etchells (**HE**) Senior Operational Manager (West & North)
Paul Mulvanny (**PM**) Senior Operational Manager (East & Central)

Pamela Armstrong (**PA**) Governance Officer – Minute

	Item	Timescale	Action
1.	Apologies None	rimoodalo	71011011
2.	AOB None		
3.	Minute of Previous Meeting – 06 April 2022 To be issued for offline approval		PA
4.	Matters Arising		
	Employee Pensions Contributions SD to advise staff of the change to the method of pension contribution rate changes to enable us to easily transition to e-pensions within Falkirk Council's Iconnect system.		SD
	Legislation & Policy Changes Group Nominations to be sent to EM.	ASAP	All
5.	Audit & Risk Committee – Review of draft reports for May meeting Draft reports were reviewed. Final reports to be submitted to EM/PA by 06 May.		All
6.	Managers Event LB introduced the paper, proposing a programme of Managers events. The purpose of the events is threefold:		

	Item	Timescale	Action
	 Agreed: The first event to be held in June. A separate session to be arranged with EMT to discuss the proposal and topics for inclusion. 	ASAP	PA
7.	Business Plan Delivery Framework 2022-23 LB introduced the Delivery Framework for Business Plan 2022/23		
	 The 2022-23 Business Plan incorporates 4 organisation-wide priorities; Investment in People, Effective and Efficient Service Delivery, Child Centred Corporate Parenting, Engagement with the Political Environment and Influencing Social Policy. The delivery framework provides a robust structure for fulfilling the four priorities, ensuring all the work activities related to these is co-ordinated under one plan in Zoho. The Business Plan will be monitored on a monthly basis, utilising Zoho Analytics by the Planning and Performance Manager to ensure the delivery of the actions are within the timescales allocated, and any issues, including delayed actions are escalated to EMT. 		
	 Agreed: To approve Delivery Framework for Business Plan 2022/23 ML will follow up with guidance on using Zoho the best way. 		
8.	EMT Plan 2021-22 NH introduced the 2021-22 plan, with particular focus on Case Processing Efficiency, including; 1. Impact of work done to date 2. Remaining gaps & next steps 3. Immediate priorities (now – Summer) 4. Short – mid-term priorities (autumn and annual 1-year period pf the plan)		
	 SD advised the tender exercise in support for SCRA workforce development has closed. No award has been made. SD/EM and the Procurement Team will review the specification and go back out to companies. We may need to extend the time to end of September 22. If no further interest we will consider approaching SCOTS, consider secondment and other viable options. 		

We still aim to deliver within the planned time frame. Everything contained within the EMT plan is sitting in the business plan proposed structure. Virtual hearings HE advised the 2021 review supported the return of Virtual Hearings to locality teams. Implementation of service models 1-4 were impacted by Omicron. Service models 3&4 support local ownership. A significant amount of automation is built into the systems. A small virtual hearings team will be retained centrally. Work will be done with localities to release any backfill. The outlook for completion is September 22. September. HIP - Urgent Issue NH is in ongoing discussion with Carol Wassell, CHS, on issues and discussions with Panel Members. Feedback from PMs is that they strongly wish to retain access to an annotated option for hearing papers and have no desire to return to a fully virtual platform. SCRA will continue to offer the HIP in CSAS and will make available a read only link and keep option and choice around hard copy papers however this presents a significant capacity challenge. The quality of core materials is the largest impact. There is nothing to suggest quality of CSAS is the issue. LMcD recommends the following; Consider the content of papers and agree set of standards. The provision of 3 offerings CSAS read only copy hard copy vista The current quality assurance issue is not related to the work done currently but as a result of no check being done on the quality of the vista offering. EMT agree to stand up arrangement for the month of May and are satisfied that staff will be willing to accommodate this. Agreed: We need clear, high level time line and sequencing, highlighting where key stages are. This will allow for better forward planning, capacity discussions,	Item		Timescale	Action
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Item	Timescale	Action
Standing Items		
The urgent issue around the HIP took priority over the rest of the meeting. The following standing items will be updated at the next meeting in June. Digital Programme Covid 19 Recovery Keeping the Promise Practice and Policy Information Governance New Risks Forward Plan		
Date of Next meeting; Wednesday 01 June 2022, at Bell Street, Glasgow		

SCRA Executive Management Team Workplan

Business Item	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
EMT Annual Report	✓			-					_			
Internal Audit Tracker		✓		√ *				✓			✓	
Risk Registers	√			✓			✓			✓		
Complaints Review												✓
Procurement report			✓									
Establishment Üpdate			✓			✓			✓			√
Board Reports (Jan, Mar, Jun, Sep, Dec)												
Policy & Influencing Report						✓						✓
Research Programme												✓
SCRA Standing Orders Review						√ **						
Budget Monitoring Report			✓			✓			✓			✓
Draft Budget	✓		✓									
Financial Strategy									✓			
Draft Corporate, Corporate Parenting & Business Plan	✓		✓						✓			
Draft Annual Report									✓			
Annual Workforce Planning Report			✓									
Communications Plan						✓						
Organisational Performance Report			✓			✓			✓			✓
Locality Performance Reviews			✓									
Chief Executive's Report			✓			✓			✓			✓
Complaints Review						✓						
Equalities Annual Report						✓						
Environmental Annual Report			✓									
Overview of Policies Annual Report												✓
Health & Safety Annual Report			✓									
Procurement Report									✓			
Property Strategy						✓						
Staff Survey			✓									

Business Item	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Audit & Risk Committee Reports (Feb, May, Aug, Nov)												
Annual Internal Audit report					✓							
Internal Audit Reviews per Annual Plan		✓			✓			✓			✓	
Internal Audit Annual Plan					✓							
Internal Audit Action Tracker					✓							
Case Sampling – Annual Plan		✓										
Case Sampling Reviews – per Annual Plan					✓			✓			✓	
Risk Management Policy		✓										
Pensions Update		✓						✓				
External Audit Annual report					✓							
Eternal Audit Annual Plan					✓							
Audit Committee Annual Report					✓							
Risk Registers					√ *						√ *	
Briefing for Audit Committee on preparation of accounts,					✓							
governance statement etc.												
Annual Accounts								✓				
Annual Report								✓				
Annual Fraud Report											✓	
Standing Items												
Minutes of last meeting	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Digital Programme	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Covid 19 Recovery Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	\	✓	✓
Practice & Policy including breach report	✓	✓	✓	✓	✓	✓	✓	✓	✓	\	✓	✓
Information Governance including monthly breach report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	√
Forward Plan	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	√

^{*} Additional review ahead of Audit & Risk Committee

Agile Policy (Next review Sep 2024) SCRA Framework Document (next review 2024) SCRA Whistleblowing Policy (next review Dec 2024)

^{** 3} yearly review cycle

SCOTTISH CHILDREN'S REPORTER ADMINISTRATION

Environmental Update Report

Accountable Director: Principal Reporter/Chief Executive Date: 22nd March 2022

Report Author: Head of Property

Recommendation(s):

- To note the contents of this report, the public sector duties placed on SCRA and our most recent emissions figures, as submitted in the mandatory Climate Change report.
- 2 To note that resources will require to be allocated to meet some of the challenges highlighted as well as the new reporting requirement to set a target date for achieving Net Zero.

Reason for Report: To Update The Board On Progress

Resource Implications: Not Applicable

Strategy: Within agreed plans

Consultation: Head of Finance and Resources

Executive Management Team

Equalities Duties Not Applicable

Document Classification: Not protectively marked

1.0 Introduction

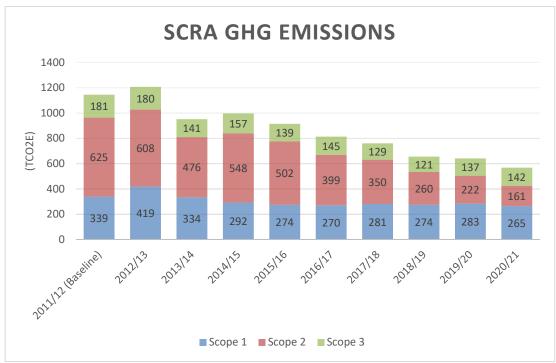
- 1.1 The purpose of this report is to provide the Board with an update on recent developments and the progress set out in annual Climate Change report to Scottish Government.
- 1.2 Last year's report included a focus on the Internal Audit review of our organisational approach to sustainability/ climate change along with some recommendations for how we can progress the challenges facing us as we work towards our Net Zero obligations.
- 1.3 Whilst there has been some progress in the areas identified, it has been limited overall largely due to ongoing priority of recovering from the impact of the pandemic.

2.0 Background

- 2.1 Since 2011 specific environmental duties were placed on public bodies to fulfil during the course of delivering their services. Under the Climate Change (Scotland) Act SCRA is required to:
 - contribute to delivery of Scotland's national net zero target (mitigation reducing greenhouse gas emissions);
 - help deliver Scotland's climate change adaptation programme (adaptation resilience to the impacts of a changing climate); and
 - act sustainably (sustainable development as a core value).
- 2.2 The Scottish Government declared a Climate Emergency in 2019 and introduced new legislation bringing forward more ambitious emission reduction targets within the following timescale:
 - 2030 GHG emissions to be reduced by 75%
 - 2040 GHG emissions to be reduced by 90%
 - 2045 Net Zero GHG emissions
- 2.3 Our Corporate Plan for 2020-24 more prominently references Climate Change and Environmental considerations in our strategic aims. They also now form part of our organisational values and behaviours. Through these strategic aims and values we have committed to delivering our services in a way that minimises our impact on the environment.
- 2.4 An Internal Audit review was completed by BDO at the end of 2020 to assess the sustainability/ climate change arrangements in place across our organisation. A number of areas were identified where action and improvement is required. The risk identified by BDO is that SCRA is not fully engaged in supporting the Scotland wide emission reduction targets and climate change policies.
- 2.5 The level of change envisaged by Government requires every part of the organisation to be engaged and responsibility for delivering change requires to be allocated to the most appropriate teams. This will require a plan with achievable targets for reducing GHG emissions.

3.0 Current Position

3.1 Our annual Climate Change report was submitted to Scottish Government in November 2021 and incudes our emissions figures for 2020/21. A further reduction in emissions for 2020/21 can be seen in the graph below, primarily for scope 2 emissions. Whilst the graph shows a continued reduction in emissions, this is not through direct action by SCRA and our consumption figures remain relatively consistent.



Scope 1 - emissions from Heating (oil & gas)

Scope 2 - emissions from Electricity use

Scope 3 - emissions from Electricity Transmission, Travel & Waste

Our emissions reduction from 2019/20 to 2020/21 is 11.5% and a more detailed breakdown of our reported consumption and emission figures for the period 2016 to 2021 is attached at Appendix A. This breakdown highlights that the reduction in our carbon emissions were more attributable to decarbonisation of the electricity network than a reduction in consumption. The exception being 2021 where consumption has reduced during the pandemic.

- 3.2 Scottish Government regularly publishes strategy and guidance documents relating to climate change and Net Zero targets. Public Sector Leadership and Heat in Buildings Strategy documents were published during 2021. Following COP26, the Climate Change Commission published its report to the Scottish Parliament providing an assessment of the progress made to date. A brief summary and links to these documents are provided at Appendix B.
- 3.3 With regards to SCRA's progress, the Internal Audit review conducted in 2020, highlighted five key findings for further action:
 - Environmental Objectives: SCRA has environmental objectives outlined in their Corporate Plan however these do not flow down to locality plans. Preparation of locality plans for 2020/21 were set aside as a result of covid-19;

- **Update** Environmental Objectives now form part of Locality Planning and Sustainability plans were implemented in January 2022. These set out the objectives/ actions that localities require to contribute towards the Scottish Governments climate change targets and Net Zero. Locality sustainability planning will be extended to 2024 in line with other organisational plans.
- Emissions Targets: SCRA does not have any emissions targets; Update An interim 3 year target of achieving a 10-20% reduction in Emissions was included within the Board report.
- Consumption Data Capture: SCRA does not regularly analyse consumption of utilities; Update - Progress has been made with consumption data capture, Business Managers have engaged with suppliers on monitoring the data we receive, supported by the Head of Property.
- **Sustainability Training:** SCRA currently does not have climate change awareness training included within its induction programme; **Update** Implemented.
- **Environmental Champions**: there are currently no Environmental Champions in SCRA. **Update** further discussion to take place in 2022/23 to build a team of Environmental Ambassadors to provide support in localities in the delivery of their plans.
- 3.4 Whilst there was an 11.5% annual reduction in our emissions for 2020/21, these figures are heavily influenced by the impact of the pandemic and decarbonisation of the electricity network. The figures include an estimate homeworking based on an estimate for staff who were working from home over the course of the year. Many of the factors influencing our emissions figures in 20/21 will have continued into 21/22 and we may, therefore, see an increase in emissions in 22/23 as use of our buildings and business-related travel starts to increase.
- 3.5 Although we have set an overall 3 year target of reducing GHG emissions there is a risk that they will start to increase again and we do not yet currently have clear plans in place for how the March 2024 target will be achieved. Partly this will be influenced by progress on the audit actions and other actions in the 2021 Board report.
- 3.6 To monitor how well public sector organisations are contributing to Scotland's Climate Change targets, secondary legislation was introduced in September 2020 requiring additional information to be provided in our annual climate change reports. Specifically, with effect from this year we are required to state how we will use our resources to reduce emissions and to provide a date for reaching Net Zero (see Appendix B).
- 3.7 Our climate change and sustainability duties require every part of the organisation to be involved. Previous reports have set out the key areas for organisational action and these remain relevant:
 - Property Use
 - Energy Consumption
 - Business Travel
 - Waste Minimisation
 - Sustainable Procurement
 - Biodiversity

- Staff Awareness, Engagement and Behaviour Change
- Improving Data Capture & Analysis
- 3.8 With the above key areas in mind the March 2021 report set out some of the challenges that require to be tackled and the parts of our organisation that are best placed to progress them.

Challenge Lead Operating model and digital delivery of services SOMs Continued use of Daily Hire hearing premises SOMs **Digital Hearings** SOMs & IT Heat and Power in our buildings **Property** Estate Management and Rationalisation **Property** New Ways Of Working (Agile/ Smart Working) HR & SOMs **Energy Consumption Business Managers & Property Business Travel** HR Staff Awareness, Culture and Behaviour Change HR Embedding Climate Change and Sustainability **SOMs** into Locality Planning Biodiversity Health & Wellbeing, Localities Adaptation **Business Continuity**

Waste minimisation

Soms & Localities

Sustainable Procurement

Annual Public Body Reporting

Data Capture & Analysis

Business Continuity

SoMs & Localities

Procurement Team

Property & Planning

Planning & Property

3.9 Whilst we can point to some areas where there has been progress with these challenges, they will require to be given higher priority in line with increasing expectations. A Sustainability Working Group is meeting regularly to try and make progress and consideration will be given to agreeing a Sustainability lead to drive further progress.

4.0 Conclusions

- 4.1 Following changes introduced in 2020 the mandatory annual climate change reporting requirements have been strengthened and require each public sector organisation to state how it will use its resources to reduce emissions and to provide a date for reaching Net Zero. This statement needs to be included in the 2021/22 report to be submitted by November 2022.
- 4.2 The 2020 Internal Audit review identified areas where action and improvement are required. These actions are being progressed although the impact of the pandemic has delayed full implementation. The March 20 Board report set out some immediate challenges and the areas of the organisation best placed to lead on them. There has been some progress but again pandemic recovery has been the priority for the organisation up to this point. The risk remains that SCRA are not fully supporting the Scotland wide emission reduction targets and climate change policies.

- 4.3 Whilst an interim target has been set and our latest emissions data is in line with the target there is potential for our emissions to increase as we recover from the pandemic. The detailed breakdown at Appendix A highlights that consumption has not reduced significantly in a number of areas.
- 4.4 The legislative and policy position from Scottish Government envisages transformational change to deliver a Net Zero economy. Achieving Net Zero will require every part of our organisation to be involved, engaged and contributing to this objective. Delivering change will require responsibility to be allocated to the most appropriate teams. The impact on resourcing and the need for external support will require consideration by EMT.

5.0 Recommendations

- 5.1 To note the contents of this report, the public sector duties placed on SCRA and our most recent emissions figures, as submitted in the mandatory Climate Change report.
- 5.2 To note that resources will require to be allocated to meet some of the challenges highlighted as well as the new reporting requirement to set a target date for achieving Net Zero.

Reported Consumption and Emissions 2016 to 2021

Emission Source		<u>2020/21</u> <u>2019/20</u>		<u>20</u>	<u>2018/</u>	<u>19</u>	<u>2017/</u>	<u>18</u>	<u>2016/</u>	<u>17</u>	<u>2015/16</u>			
	<u>Scope</u>	<u>Unit</u>	<u>C</u>	<u>E</u>	<u>c</u>	<u>E</u>	<u>C</u>	<u>E</u>	<u>c</u>	<u>E</u>	<u>C</u>	<u>E</u>	<u>c</u>	<u>E</u>
Heating - Natural Gas	1	kWh	1,439,020	264.59	1,472,322	270.72	1,451,515	267.02	1,482,421	273.01	1,421,096	261.71	1,435,855	264.80
Heating - Oil	1	litres			4,869	12.37	2,579	6.54	3,160	8.00	3,200	8.10	3,900	9.90
Electricity (generation)	2	kWh	688,999	160.63	951,993	221.95	919,461	260.27	996,702	350.40	969,565	340.86	1,085,562	501.70
Electricity (transmission losses)	3	kWh	688,999	13.81	951,993	19.09	919,461	22.19	996,702	32.76	969,565	31.87	1,085,562	41.40
Business Travel - miles	3	miles	42,018	11.79	294,848	82.71	294,850	87.16	284,410	84.98	297,232	88.82	461,716	86.00
Water - Supply	3	m3	2,081	0.23	4,390	1.51	4,617	1.59	3,874	1.33	4,229	1.45	3,816	1.30
Water - Treatment	3	m3	2,081	0.48	4,171	2.95	4,386	3.11	3,680	2.61	4,017	2.84	3,625	2.60
Waste - mixed recycling	3	tonnes	21	0.46	46	0.99	82	1.76	70	1.52	107	2.33	100	2.10
Waste - paper recycling	3	tonnes	12	0.25	13	0.29	11	0.24	14	0.31	10	0.21	12	0.30
Waste - Landfill	3	tonnes	37	17.09	63	29.00	45	4.51	54	5.38	53	5.27	53	4.90
	3	% home-												
Homeworking emissions		based	75.00%	98.23										
		Total		567.56		641.57		654.39		760.30		743.46		915.00

C – Consumption in units

E – Emissions (tCO2e) calculated from consumption using emissions factor provided

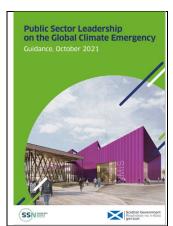


<u>Climate Change (Duties of Public Bodies: Reporting Requirements)</u> (Scotland) Amendment Order 2020

Climate change reports must now also include:

- where applicable, the body's target date for achieving zero direct emissions of greenhouse gases, or such other targets that demonstrate how the body is contributing to Scotland achieving its emissions reduction targets;
- where applicable, targets for reducing indirect emissions of greenhouse gases;
- how the body will align its spending plans and use of resources to contribute to reducing emissions and delivering its emissions reduction targets;
- how the body will publish, or otherwise make available, its progress to achieving its emissions reduction targets; and
- where applicable, what contribution the body has made to helping deliver Scotland's Climate Change Adaptation Programme (currently the 2019-2024 Programme).

https://www.legislation.gov.uk/ssi/2020/281/pdfs/ssi 20200281 en.pdf



Public Sector Leadership on the Global Climate Emergency

Published in October 2021, this document provides good information on the scale of the challenges ahead and the actions that public bodies need to put in place. It provides an overview of the policies in place, leadership and governance arrangements as well considering organisational capability, reporting and target setting.

https://www.gov.scot/binaries/content/documents/govscot/publications/advice-and-guidance/2021/10/public-sector-leadership-globalclimate-emergency/documents/public-sector-leadership-global-climate-emergency/public-sector-leadership-global-climate-emergency.pdf



Heat In Buildings Strategy

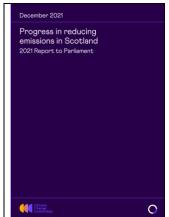
This sets out the proposed introduction of new regulations that will require a move away from fossil fuel burning systems to zero emissions heating systems. For public sector buildings, government is committed to showing leadership and a series of phased targets is planned from 2024 with all publicly-owned buildings meeting zero emission heating requirements by 2038.

The heat strategy states that regulations are currently being developed that will require all new buildings from 2024 (that require a building warrant) to use a zero emissions heating system.

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For existing buildings, the new regulations are expected to propose the introduction of trigger points for installing a zero emissions heating system. These trigger points may include point of sale, change of tenancy, major refurbishment or replacement of the existing heating system.

https://www.gov.scot/binaries/content/documents/govscot/publications/strategy-plan/2021/10/heat-buildings-strategy-achieving-net-zero-emissions-scotlands-buildings/documents/heat-buildings-strategy-achieving-net-zero-emissions-scotlands-buildings/heat-buildings-strategy-achieving-net-zero-emissions-scotlands-buildings/govscot%3Adocument/heat-buildings-strategy-achieving-net-zero-emissions-scotlands-buildings.pdf



Climate Change Commission Report to Scottish Parliament

Following on from COP26, the Climate Change Committee published their report to the Scottish Parliament in December 2021 setting out "Progress in reducing emissions in Scotland". This is a detailed and comprehensive assessment of progress to date that highlights the significant action required during the 2020's if the 75% 2030 GHG target is to be achieved. The report highlights that this target "is more ambitious than that recommended by the Committee and will be difficult to achieve."

 $\underline{https://www.theccc.org.uk/wp-content/uploads/2021/12/Progress-reducing-emissions-in-Scotland-2021-Report-to-Parliament-1.pdf$

