Scottish Children's Reporters Administration
Agenda of Executive Management Team Meeting
Held on Wednesday 06 June 2023, at 2pm,
Fountainhall Road, Edinburgh

AGENDA

#	Item	Purpose	Paper	Action
1.	**Apologies**			
2.	**AOB** a) Joint CHS/SCRA Senior Teams Meeting b) Cover for August Meeting – Chair, & Minute) c) Use of TEAMS v Email	Discussion	Verbal Verbal Verbal	LB NH LB
3.	**Minute of Previous Meeting –** 03rd May 2023	Approval	Attached	
4.	**Matters Arising**			
5.	**Dumfries Hearing Room Extension**	Approval	Attached	EM
6.	**Edinburgh Smart Working Project**	Approval	Attached	EM
7.	**Minor Works**	Approval	Attached	EM
8.	**Hearing Room Improvements Review**	Approval	Attached	EM
9.	**Inclusive Standards and Behaviours Framework**	Approval	Attached	SD
10.	**Committee/Board Reports** a) Pay Award Development 2023/24 b) June Board Agenda c) Complaints Annual Report d) OPR e) Budget Monitoring Outturn 2022/23 f) Promise Progress Update	Review	 Attached Attached Attached Attached Attached Attached	 SD AH LB EM LB
Standing Items				
11.	**Practice and Policy** a) General Update	Update	Verbal	AH
12.	**Information Governance** a) General Update b) April Breach Report	 Update Noting	 Verbal Attached	 AH AH
13.	**Digital Programme** a) General Update b) AI – Project Coordinator c) Cyber Security	 Update Approval	 Verbal Attached	 DC NH

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14.	**Keeping the Promise** a) Hearing System Working Group (HSWG) b) Keeping The Promise Programme Board	Update Update	Verbal Verbal	AH LB
15.	**New Risks**			
16.	**Forward Plan** a) Managers Event – 08/06 b) CELCIS Strategic Advisory Board - 09/06 c) CYCJ Conference – 14/06 d) CHS/SCRA Workshop – 19/06 e) Programme Protect Board 20/06 f) SCRA Board – 21/06 g) KTP Programme Board – 23/06			
	Date of Next meeting; Wednesday 05 July 2023, at Ochil House			

**Scottish Children's Reporters Administration
Minute of Executive Management Team Meeting
Held on Wednesday 03 May 2023
At Ochil House, Stirling**

Present

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

	Item	Timescale	Action
1.	**Apologies** None		
2.	**AOB** None		
3.	**Minute of Previous Meeting – 05 April 2023** Minute Approved		
4.	**Matters Arising** Covered in agenda		
5.	**Minor Works** This will be taken to the June meeting.		
6.	**Research Team business case** AH introduced the paper, providing further details for the EMT to consider a small, additional increase in total hours, for the Research Team. **Noted:** • The research team are increasingly contributing to other SCRA business areas, in addition to their core research duties and responsibilities. • Some examples of the work the Research Team are engaged in include. ◦ Partnership working with external organisations on using SCRA's evidence		

	Item	Timescale	Action
	to provide input into campaigns, such as 'Challenge Poverty.'		
	o Devise, organise and present SCRA's research evidence at local and national conferences.		
	o Provide knowledge exchange to SCRA staff through a forthcoming rolling programme of 'Research Roadshows' from May 2023 across all localities.		
	o Provide research advice and expertise related to research design, evaluation, and research governance to SCRA colleagues, in particular in survey design inputting into the annual staff survey of 2021 and 2022.		
	o Provide bespoke data analyses and reporting for funding applications (North Lanarkshire).		
	o Provide research advice and expertise into a future evaluation of the Hearing Room Improvement Project with the Property Team.		
	o Liaise and engage with other SCRA teams to increase children and young people's participation in research, working in particular with members of Our Hearings, Our Voice (OHEV), and OHOV's staff members to co-design our research.		
	o Design research so that young people can participate. In so doing, this can provide further opportunities for young people to developing and broaden their skills set.		
	o This additional funding is sought to further increase the permanent FTE of the current members of the Research Team (from 0.8 FTE to 0.9 FTE each), so that the Research Team can complete current and future planned SCRA research, as well as to recognise our contribution to wider SCRA business.		
	Agreed: • To further increase the permanent FTE of the current members of the Research Team (from 0.8 FTE to 0.9 FTE each).		

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7.	**Fixed term contracts** SD introduced the paper, recommending EMT. • consider the fixed term contract position across SCRA. • approve the conversion of 5.64 fte Reporters and 1.5 fte Assistant Reporters to permanent contracts aligned to vacant established posts. • approve the use of the unallocated SG funding to increase Reporter capacity across SCRA on a fixed term basis. • note the LSA position and whilst this differs from the recommendation being sought for Reporters and Assistant Reporters, agree to review this again in September 2023. **Agreed:** • The EMT support the proposal to convert fixed term contracts to establishment posts. • Further paper to be brough to a future EMT meeting, containing a section on objectives and criteria, i.e., what do we want to achieve by 31st March 2024. • Communication regarding fixed tern vacancies to be shared with SOM's		SD SD
8.	**SCRA Audit and Risk Committee** Draft reports were reviewed by the EMT, ahead of the Audit & Risk Committee, on 25th May. Final versions are to be submitted to PA/EM by 10th May.		
9.	**SCRA Board – Agenda** The draft agenda was reviewed by the EMT, ahead of the 21st of June Meeting. Draft reports will be reviewed at the June EMT.		
STANDING ITEMS			
7.	**Practice and Policy** **General Update** AH Provided the following verbal update: • Neill Mitchell has accepted the Practice Manager post. A recruitment exercise will be conducted to backfill the vacant Practice Reporter's post. • Bairns Hoose – there is the potential to make provision for children who cause harm as well as children who as victims. The group are working toward a conclusion and SCRA are in support.		AH

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8.	**Information Governance** AH provided the following verbal update: • The Information Governance Manager is collaring SCRA's response to the Scottish Government Covid 19 enquiry.		
9.	**Digital Programme** DC provided a verbal update. • The Digital Team are involved in key business workstreams, particularly the Connect workstream, while working on other key priorities and opportunities. • There is ongoing development of the relationship with Scottish Government regarding AI opportunities in the future. We will continue to consider how AI can be better employed within the organisation. • Work package two is currently being developed and with a continued focus on CSAS functionality. • Bruce Knight will provide a six-monthly cyber review report to EMT, next due in December.		
10.	**Keeping the Promise** • The next draft of the HSWG is with the team. A massive amount of work has already been done with a very short window for further review and comments, ahead of the formal launch on 25th May. • LB is meeting with the Communications Manager to discuss internal and external communications. A draft communication to LRM's will be shared with EMT. •		
11.	**New Risks** Change programme strategy/capacity to be further considered as a potential risk. Wider capacity risk was discussed. This will be added to the accountability risk Register, with Scottish Government.		LB
12.	**Forward Plan** The forward plan was reviewed.		
	Date of Next Meeting Wednesday 07 June, at Ochil House, Stirling		