

AGENDA

#	Item	Purpose	Paper	Action
1.	Apologies			
2.	AOB			
3.	Minute of Previous Meeting – 04 October 2023	Approval	Attached	
4.	Matters Arising			
5.	Kilmarnock Hearing Room Extension	Approval	Attached	EM
6.	Glenrothes Works	Noting	Attached	EM
7.	Internal Review Update	Noting	Attached	HE
8.	Standby Proposal	Approval	Attached	PM
9.	Corporate Plan Update	Noting	Attached	LB
10.	In Year Spend – Networks/Learning	Discussion	Verbal	LB
Standing Items				
11.	Practice and Policy a) General Update	Update	Verbal	AH
12.	Information Governance a) General Update	Update	Verbal	AH
13.	Digital Programme a) General Update	Update	Verbal	DC
14.	Keeping the Promise a) Hearings for Children b) Keeping The Promise Programme Board	Update Update	Verbal Verbal	AH LB
15.	New Risks			
16.	Forward Plan a) Childrens Hearings Redesign – 02/11 b) Board Development Day – 08/11 c) WSA/CRIG – 10/11 d) Inclusive behaviours training – 13/11 e) Corra PDI review meeting – 13/11 f) Bairnshoose governance group – 14/11 g) CYCJ Event – 16/11 h) Care, Connect Protect Programme Board – 20/11 i) ARC - 23/11 j) EMT/SLT Workshop – 27/11 k) Managers Day – 30/11			
Date of Next meeting Wednesday 06 December 2023, at 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)	Interim Head of Digital
Paul Mulvanny (PM)	Senior Operational Manager (East & Central)
Lisa Bennett (LB)	Head of Strategy
Patricia Stevenson (PS)	HR Manager Items 5, 7,8
Ross MacKenzie (RMack)	Finance Manager Items 5, 7,8
Pamela Armstrong (PA)	Governance Officer, Minute

	Item	Timescale	Action
1.	Apologies Ed Morrison (EM) Head of Finance & Resources Helen Etchells (HE) Senior Operational Manager (North)		
2.	AOB Board Development Day <ul style="list-style-type: none"> • Main items will include. <ul style="list-style-type: none"> ○ GDPR refresher training ○ Self-assessment ○ Review of board skills matrix ○ Locality update. Challenge of partnership work and working with staff of similar grades. <ul style="list-style-type: none"> • There is an awareness around questions on remuneration. • work is ongoing looking at CHS local structures and reading across to SCRA structures. 		
3.	Minute of Previous Meeting – 06 September 2023 Approved		
4.	Matters Arising Staff Pay 23/24 <ul style="list-style-type: none"> • The branch has rejected the recent pay offer. SD is currently working on a further offer, mirroring the offer made to SG employees. 		

	Item	Timescale	Action
5.	<p>Research Team Business Case This item discussed under item 7.</p> <p>Agreed:</p> <ul style="list-style-type: none"> • To employ a 0.8 FTE Grade D Research Coordinator in the team from October 2023 to March 2024. This post would be extended by 24 months if the proposed increases to the established research budget to 31/03/26 are granted. 		
6.	<p>External Repair Work – Bellshill and Selkirk PM introduced the report and the need to undertake external repair works to prevent further deterioration of the fabric of the buildings at Selkirk and Bellshill. The proposed estimate is in line with the funding available in the Property revenue budget without any requirement for additional resources.</p> <p>Agreed:</p> <ul style="list-style-type: none"> • To approve the procurement and appointment of building contractors to undertake the works identified. 		
7.	<p>Fixed Term Contracts PS introduced the report, addressing the following.</p> <ul style="list-style-type: none"> • Non-Core positions • Human Resources Team • Programme Resources <ul style="list-style-type: none"> ○ Locality Reporter Managers ○ Project Manager People ○ Data/Research Officer ○ Programme Support • Secondment Arrangements <p>The report was viewed along with the use of available resources section of the 2023/24 budget forecast presented at the September Board meeting.</p> <p>Issues arising during discussion:</p> <ul style="list-style-type: none"> • We have a number of people across the organisation who are active and learning and/or training. This needs to be centralised and coordinated. • We are drawing heavily on locality resources. It is important how to communicate this to the rest of the service. 		

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	<ul style="list-style-type: none"> If doubling resources for Programme Managers, they need to be working at full capacity. <p>Agreed:</p> <ul style="list-style-type: none"> Need to take principal decision on those post that will be extended to 2027 and need to be clear the additional funding will need to come from somewhere. To agree the application of Section 6.8 of the Recruitment & Selection Policy when making decision to extend seconded employee's fixed term contract. The proposed increased to staff seconded to the KTP Programme will be reviewed further during the challenge and review process. The current 1.4 fte to be funded until March 2024 from SCRA underspends. A review of the Operational Development Team roles will be conducted during 2024. 		
8.	<p>DCAF SCRA Briefing Paper</p> <p>RMack introduced the paper, summarising the challenges SCRA face in 2024/25 and the impact of addressing the revenue budget.</p> <p>The briefing covers the following.</p> <ul style="list-style-type: none"> Financial strategy SCRA pay and pensions. 2024/25 challenges <ul style="list-style-type: none"> Children (Care and Justice) (Scotland) Bill (CCJB) Transformational Change and Transition Programme SCRA's approach to effectiveness, efficiency and improvement Impact of addressing the revenue budget deficit <p>Issues arising during discussion:</p> <ul style="list-style-type: none"> RMack, EM and NH are holding a meeting with the new SG Deputy Director. SCRA has previously raised concerns around decision making as a result of the Ryan review. SG have taken these concerns on board and amended the escalation process however, we want to ensure all the work done to support the budget process is being viewed to full effect. 		

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	<ul style="list-style-type: none"> Comments on the paper are welcome, please send to RMack by 16/10 		
9.	<p>Practice and Policy General Update The WSA group has been reconvened to address the inclusion of 16–18-year-olds into the hearing system, and to look at the practicalities of that approach. NH also advised that the CHIP will focus on the creation of the Joint Redesign Board.</p>		
10.	<p>Information Governance General Update Work within the teams in continuing, A further update will be given at the next meeting.</p>		
11.	<p>Digital Programme General Update DC will provide a digital update report for future meetings.</p>		
12.	<p>Keeping the Promise Hearings for Children AH provided a verbal update.</p> <ul style="list-style-type: none"> The programme is continuing under a different governance structure. We are waiting on SG to feedback on recommendations. This is expected mid-December. <p>Keeping The Promise Programme Board LB advised COSLA are not accepting any further recommendations until further work has been done around existing recommendations.</p>		
13.	<p>New Risks None identified.</p>		
14.	<p>Forward Plan The forward plan was reviewed.</p>		
	<p>Date of Next Meeting Wednesday 01 November 2023, at Ochil House, Stirling</p>		