

AGENDA

| | | Paper | Action |
|-----|-----------------------------------------------------------------------------|------------------|---------------|
| 1. | Apologies | | |
| 2. | AOB | | |
| 3. | Minute of Previous Meeting | | |
| 4. | Matters Arising | | |
| 5. | CSAS Business Rules – For approval | To follow | DL |
| 6. | Data Migration/Reporting Options – For information | verbal | DL |
| 7. | Case sampling action – for review | To follow | LB |
| 8. | Corporate Plan Update | Verbal | LB |
| 9. | Sustainability – For information | To follow | SD |
| 10. | Budget 2020/21 Guidance and Timetable | | EM |
| 11. | Outreach Hearing Centres – Strategy Paper | | EM |
| 12. | Our Hearings, Our Voice, Enterprise House, Stirling – For Approval | | EM |
| 13. | Glasgow Property Project | Verbal | EM/HE |
| 14. | Risk Registers – Review | | All |
| | Standing Items | | |
| 15. | Digital Programme | | |
| a) | CSAS Protective Marking – For noting | | TP |
| b) | New email domain name – For information | | NH |
| c) | CSAS Training Strategy and Training Implementation Plan – For noting | | SD/TP |
| d) | Organisational Readiness update | | TP/SD |
| e) | CHS/SCRA Senior Team workshop outputs | | NH |
| f) | Data Migration programme | | |
| g) | DDOC/DDB | | NH |
| h) | Capacity planning | | TP/SD |
| i) | Communication and Operational update | | TP/SD |

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| 16. | Forward Plan – For information <ul style="list-style-type: none"> • 03/10 – CSAS Update to SG • 04/10 – CAPSM • 07/10 – Participation & Engagement Group – 10 Year anniversary • 08/10 - National Child Protection Leadership Group • 09/10 – Accountable Officers Development Event | | |
| | Date of Next meeting; Wednesday 06 November at Ochil House, Stirling | | |



Present:

Ed Morrison (EM)
Neil Hunter (NH)
Alistair Hogg (AH)
Susan Deery (SD)
Lisa Bennett (LB)
Paul Mulvanny (PM)
Helen Etchells (HE)
Pamela Armstrong (PA) - Minute

| | | Timescale | Action |
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| 1. | Apologies Tom Philliben | | |
| 2. | Smarter Working Shona Adam – Scottish Futures Trust, delivered a presentation on The Way We Work, A Guide to Smart Working in Government, which can be found using the following link. The Way We Work A Guide to Smarter Working | | |
| 3. | AOB Procedural Rules – Discussions with SG have commenced. SCRA have been collecting information over the last couple of years and SG are receptive to suggestions for change. Information Sharing with Care Inspectorate - The SharePoint site had been developed. SCRA can securely push data and the Care Inspectorate can receive data. LB will continue to monitor. | | |
| 4. | MOLM Agreed as accurate | | |
| 5. a) | Matters Arising Staff Pay SD advised the initial 19/20 pay offer has been approved by the SG Pay Policy team. UNISON have advised they will not be recommending acceptance of the offer. A further JNCC will be held next week. | | |

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| <p>b)</p> <p>c)</p> | <p>Glasgow Staffing SD advised the Equalities Lead job description will be concluded this week.</p> <p>E-mail domain name Confirmation required that the SCRA convention could still be used. Bruce Knight to provide updates as available.</p> | | |
| <p>6.</p> | <p>Adoption of the Place Principle All Public Bodies and agencies are being asked to adopt the place principle as the way they do business. In adopting the place principle, the aim is to break down organisational boundaries and maximise the impact of our investment and resources by working together, across policy areas and interests, to focus on what matters in the community and place we are working and investing in.</p> <p>Agreed: SCRA to adopt the Place Principle.</p> | | |
| <p>7.</p> <p>a)</p> <p>b)</p> | <p>Property Reports</p> <p>Kilmarnock Property Project Report has been previously circulated and approved Offline.</p> <p>Glasgow Property Project HE introduced the report asking EMT to note the revised position on the Glasgow Property Refurbishment and the phasing of the works over 2019/20 and 2020/21 and confirm continued support for the works on the revised, phased basis - Agreed</p> | | |
| <p>8.</p> <p>a)</p> | <p>Equalities and Inclusion</p> <p>SCRA Equality Action Plan 2020-23 NH introduced the plan, which focuses on three strategic objectives to help drive our continuous improvement approach to creating an inclusive culture and practices, inclusive services for children, young people and their families and a diverse workforce. The Action Plan incorporates the actions developed in 2017 and the relevant actions we have identified to support our three Equality Outcomes 2020-2023.</p> | | |

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| | <p>Agreed:</p> <ul style="list-style-type: none"> • SD to work with The Equalities Lead on the action plan and determine owners and areas for further discussion. • It is principally for the Equalities Network and EMT to agree the plan and include within the Equalities Report to the Board. <p>b). Equalities and human rights impact assessment - process and quality assurance NH introduced the report recommending EMT;</p> <ul style="list-style-type: none"> • Approve the re-designed process for carrying out an Equalities and Human Rights Impact Assessment (EHRIA) within SCRA • Approve the EHRIA quality assurance model - the Equalities Review Group (ERG) • Approve the training package which has been developed to launch the EHRIA • Approve recruitment of SCRA staff to the Equality Review Group <p>Agreed:</p> <ul style="list-style-type: none"> • EHRIA form and guidance is approved for use. We would ask that the presumption that the form is to be used for all new or revised policies / practice or procedures. • The constitution and the Terms of Reference of the ERG are approved. Recruitment to the ERG is supported and progressed. EMT approves Karen Wallace and Melissa Hunt to deliver training as appropriate to recruited members of the ERG. • The training package in relation to EHRIA is approved. The roll out of the training to headquarters managers takes place before the end of 2019 | | SD |
| 9. | <p>Review of September Board Reports</p> <ul style="list-style-type: none"> • EMT reviewed Draft Board Reports ahead of the September Board meeting. | | |
| 10. a) | <p>Digital Programme CHS/SCRA Senior Team workshop outputs – A further work shop has been arranged later this month do discuss data migration.</p> | | |

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| <p>b)</p> <p>c)</p> <p>d)</p> | <p>DDOC/DDB – Both groups met two weeks ago. The next DDB meeting is late October and the next DDOC is early November.</p> <p>Communication and Operational update – There is a recognised gap. While there are indicative time scales, we are not currently able to communicate dates but we can give timelines.</p> <p>Data Migration – Fortnightly meeting have been arranged and items will be brought to future EMT's as required.</p> | | |
| <p>11.</p> | <p>Information Governance ICO A further historical Breach is being investigated, approximately 5 months after submission, which is out with the previously stated timelines. A large amount of information at a very detailed level has been requested. Further information will be provided when available.</p> | | <p>AH</p> |
| <p>12.</p> <p>a)</p> <p>b)</p> | <p>Practice and Policy</p> <p>ABC/XY Case Both cases are scheduled to be with the Supreme Court in November 2019. A further update will be provided at the next meeting.</p> <p>ACR in August, the ACR Review Group agreed in principle the SCRA research proposal on the backgrounds and offending of 12 to 15 year olds. This research will inform the Group's consideration of whether the ACR should be higher than 12 years. It will require additional resource from Scottish Government, which comes with approval for additional funding.</p> | | <p>AH</p> |
| <p>13.</p> | <p>New Risks While no new risks were identified it was agreed that the following concerns will be monitored:</p> <ul style="list-style-type: none"> • Resistance to smarter working • SCRA's relationship with the ICO • ABC case, particularly if an adverse judgement is given. | | |

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| 14. | Forward Look The forward plan was reviewed including the September Board agenda. | | |
| | Date of Next meeting 02 October 2019 at Ochil House, Stirling | | |

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