



SCOTTISH

CHILDREN'S REPORTER
ADMINISTRATION

Scottish Children's Reporter Administration
Executive Management Team
07 October 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
Alistair Hogg	Head of Practice and Policy
Susan Deery	Head of Human Resources
Ed Morrison,	Head of Finance and Resources
Pamela Armstrong	Governance Office (Minute)

	Item	Timescale	Action
1.	Apologies Helen Etchells Lawrie McDonald		
2.	AOB Coronavirus restrictions - FAQ's – FAQ's to be updated to include an updated position on information provided from Test and Protect in the event of staff being contacted via contact tracing. Advice on the use of face coverings in communal areas will also be updated. LB to pick up with Communications Manager regarding updating the website and signage. UNISON/Staff Partnership – A number of meetings have been arranged over the coming weeks to discuss ongoing issues, primarily around the deployment of CSAS and recovery planning. EMT to be kept up to date as required.		SD LB SD
3.	MOLM - 02 September 2020 Agreed.		
4.	Matters Arising Promise Delivery Team -Initial meeting has taken place. Future meetings will consider how to scope the work required and will consider the expectation of wider work to come through The Promise delivery team. The next meeting planned late October.		LB/AH

	Item	Timescale	Action
5.	<p>2021/22 Budget Guidance and Timetable EM introduced the paper focusing on</p> <ul style="list-style-type: none"> • Planning Environment • Staff Costs • Property Costs • Travel & Subsistence • Other Operating Costs • Income • VAT • Inflation • Savings • Capital • Business Plan & Locality Plans • Budget Timetables. <p>Issues arising during discussion:</p> <ul style="list-style-type: none"> • Ministerial meetings are taking place indicating the spending review process is underway. • No specific pieces of work have been commissioned or asked for by SG, so far. • The Finance Team will provide support to the Business Managers where required. <p>Agreed:</p> <ul style="list-style-type: none"> • EMT are asked to consider if there other things on the horizon that may have an impact on the 20201/22 budget and feedback to EM. • Scenario planning required on what to do if of no further additional resource is provided from SG. • 2021/22 Budget Guidance and Timetable to be issued to budget holders. 	<p>Oct 20</p> <p>Oct 20</p> <p>Oct 20</p>	<p>EMT</p> <p>EM</p> <p>EM</p>
6.	<p>COVID-19 Property Works EM introduced the report recommending EMT;</p> <ol style="list-style-type: none"> 1. Authorise the proposals to undertake internal alterations at the three sites identified and that this is likely to require the full budget allocation of £50K allocated by Scottish Government for Covid19 related works. 2. Note that Capital Proposals will be submitted to the Head of Finance & Resources for formal approval and allocation of financial codes. <p>Noted:</p> <ul style="list-style-type: none"> • The current social distancing restrictions due to the covid19 pandemic has had an impact on our ability to use existing owned/ leased buildings for face to face children's hearings. 		

	Item	Timescale	Action
	<ul style="list-style-type: none"> • Following discussions with Scottish Government an additional £50K of capital has been made available in 2020/21 for carrying out alterations to our buildings, as a consequence of a covid19 impact, to permit hearings to safely recommence. • After exploring the potential options available with the locality in 3 locations, it was concluded that undertaking some minor internal alterations were required in Dumbarton, Irvine and Paisley. <p>Issues arising during discussion:</p> <ul style="list-style-type: none"> • Moving forward will be looking towards smarter working offices with less staff due to a maintenance in remote working. <p>Agreed:</p> <ul style="list-style-type: none"> • Authorise the proposals to undertake internal alterations at the three sites identified, Dumbarton, Irvine and Paisley and that this is likely to require the full budget allocation of £50K allocated by Scottish Government for Covid19 works. 		
7.	<p>Cleaning Hours EM Introduced the Cleaning Arrangements report recommending EMT;</p> <ol style="list-style-type: none"> 1. Approve an increase in the baseline cleaning hours with the resultant increase in the cost of the Soft Services elements of the FM contracts. 2. Note that discussions are continuing with FES in relation to the proposed inclusion of a cost cap and a further report will be bought back to EMT for consideration. <p>Noted:</p> <ul style="list-style-type: none"> • The new contracts were concluded with effect from 1 May and due to the impact of the covid19 pandemic on both organisations discussions on this matter did not resume immediately. • This report is submitted for EMT consideration now due to the difficulties that FES are experiencing retaining cleaners, many of whom have been requesting a reassessment of their cleaning hours over a lengthy period. The current covid19 pressures on the cleaning 		

	Item	Timescale	Action
	<p>service have involved changed and additional duties which have contributed towards an urgency to reach agreement on the baseline cleaning hours.</p> <ul style="list-style-type: none"> The covid19 pandemic has resulted in greater recognition being given to the importance of a well-resourced, quality, sustainable and reliable cleaning service. The risk of the impact to our service delivery through disruption to the cleaning service have possibly never been greater. <p>Agreed:</p> <ul style="list-style-type: none"> To approve an increase in the baseline cleaning hours with the resultant increase in the cost of the Soft Services elements of the FM contracts. 		
8.	<p>Case Sampling Action Tracker LB discussed with EMT the three outstanding actions from the Case Sampling action tracker. This tracker is reviewed annually by the Audit and Risk Committee with a six monthly interim review, which is due at the November meeting of the Committee.</p> <p>Issues arising during discussion:</p> <ul style="list-style-type: none"> There is an opportunity to reframe some of these outstanding actions. <p>Agreed:</p> <ul style="list-style-type: none"> AH to discuss reprioritisation with GS on the appeals training for managers action. The appeals landscape has changes. The action has been considered by the PIN and remains relevant but will be reassessed on how it can be delivered. AH to feed back to LB who will take the update to the November Audit & Risk Committee. The 2 remaining outstanding actions as CSAS dependent and their dates will be revised accordingly. 	<p>Nov 20</p> <p>Nov 20</p>	<p>AH/LB LB</p> <p>LB</p>
9.	<p>Risk Registers - Update EM provided a verbal update on the strategic and operational risk registers.</p> <p>Issues arising during discussion:</p> <ul style="list-style-type: none"> Work has been done on actions and timescales on risks captured within the 		

	Item	Timescale	Action
	<p>strategic risk register, these updates will be taken forward to the November Audit and Risk Committee.</p> <ul style="list-style-type: none"> There is a general feeling that an overarching covid risk is required. This risk has been framed and identifies the main components. Wellbeing is a component which has increased in significance as time has progressed. <p>Agreed:</p> <ul style="list-style-type: none"> Risk and action owners to review risks and actions and advise of any updates. Finished version of strategic and operational risk registers to be brought to the November EMT meeting. 	<p>Oct 20</p> <p>Nov 20</p>	<p>All</p> <p>EM/PA</p>
<p>10.</p>	<p>OHOV - Update LB provided a verbal update on the recent and current activity of OHOV</p> <p>Noted:</p> <ul style="list-style-type: none"> OHOV have produced a "Zine" which is a call to action and will be sent to all SCRA staff, Panel Members, safe guarders etc. OHOV are keen to develop their wider influencing role. <p>Issues arising during discussion:</p> <ul style="list-style-type: none"> How does OHOV move forward with partners and maximise their influence and how can SCRA support/optimize this? <p>Agreed:</p> <ul style="list-style-type: none"> LB to bring OHOV support structures to future EMT meeting. How do we move forward with partners? PA/NH to compile email the SCRA Board to accompany the zine. Revisit original OHOV support plans. OHOV to be included on the agenda until the end of 2020 	<p>Nov 20</p> <p>Oct 20</p> <p>Nov 20</p>	<p>PA/NH</p> <p>SD/LB/AH PA</p>
<p>11.</p>	<p>National Trauma Training Programme NH introduced the paper recommending EMT;</p> <ol style="list-style-type: none"> Note the COVID leaderships group agreement to prioritise CHS, SCRA and legal agencies access to the national trauma training programme 		

	Item	Timescale	Action
	<p>b. Note the intent to align this to the overriding priority of Hearing system recovery</p> <p>c. Note the extensive work already being planned from within SCRA on trauma – reflecting our role as a statutory service provider and employer</p> <p>d. Agree SCRA's engagement with the National Trauma Training Programme and consider how best to resource this.</p> <p>e. Note the long term resourcing requirements to embed a trauma informed approach to our work</p> <p>f. Refer this paper for information to the SCRA Promise delivery group</p> <p>Noted:</p> <ul style="list-style-type: none"> • SCRA has long recognised the significance of adverse childhood experiences and trauma (in childhood and adulthood) as key issues in our core day to day work with children young people and their families. There is considerable and widely accepted evidence on the impact of trauma and adversity on life experience, life-chances, vulnerability and risk. The Independent Care Review made a specific recommendation on trauma informed workforce development. • At its meeting on 1 October the Children and Families COVID Leadership Group approved a paper National Trauma Training Programme which proposed that the following groups/will be a priority for the first 6 months: <ul style="list-style-type: none"> ○ The Children's Hearing System and SCRA ○ Looked after and Accommodated Children Specialist Nurses, school nurses and CAHMS Staff ○ Secure Care ○ Foster carers, Adoptive parents and Kinship Carers • Work has been developing in this area for some time within SCRA. Following on from ACES learning events in 2018/19 delivered with CELCIS, the Head of Strategy and OD and HR Manager (North and West) have undertaken work to develop a framework which covers the following:- <ul style="list-style-type: none"> ○ Developing your trauma informed practice 		

	Item	Timescale	Action
	<ul style="list-style-type: none"> ○ Secondary Trauma & Self care ○ Self-Care • In discussion with the national policy and clinical leads for the trauma training we have agreed that the initial 6 month period will be a period of discovery, planning and formulation, given the overarching priority of the Hearing system recovery plan. <p>Agreed:</p> <ul style="list-style-type: none"> • To agree SCRA's engagement with the National Trauma Training Programme and consider how best to resource this. • To refer this paper for information to the SCRA Promise delivery group 		
12.	<p>Staff Survey 2020 NH introduced the first draft of the Staff Survey 2020 focusing on COVID and recovery.</p> <p>Agreed:</p> <ul style="list-style-type: none"> • Further work is required on the question set. SD & LB to work with questionnaire authors and submit to EMT for offline approval. 	Oct 20	SD/LB
13.	<p>Internal Audit Tracker EM provided a verbal update on the open and outstanding actions on the Internal Audit tracker. The internal audit tracker is presented to the Audit and risk committee for review annually with an interim review its November meeting.</p> <p>Agreed:</p> <ul style="list-style-type: none"> • EM to circulate tracker to be circulated offline and owners to provide revised dates for all outstanding items. • Where items can be closed, evidence to be gathered and provided to EM & PA • Updated version to be presented at November EMT. 	Oct 20 Oct 20 Nov 20	All All EM/PA
14.	<p>Digital Programme NH Provided a verbal update and a general discussion followed.</p> <p>Issues arising during discussion:</p> <ul style="list-style-type: none"> • There needs to be definitive decision and subsequent communication with the 2nd 		

	Item	Timescale	Action
	<p>deployment teams about when they can go live.</p> <ul style="list-style-type: none"> • A large number of staff have completed familiarisation training. • Tangible progress is being made on a number of fronts, technical and operational • We are currently under powered in our ability for provide face to face support given the required change in implementation model as a result of COVID impact. Work is ongoing to plan what short term support from the vanguard teams might be available to support the 2nd deployment. 		
15.	<p>Information Governance AH advised regular updates have been provided via the twice weekly EMT Recovery Planning meetings.</p>		
16.	<p>Practice and Policy AH advised regular updates have been provided via the twice weekly EMT Recovery Planning meetings.</p>		
17.	<p>New Risks None identified.</p>		
18.	<p>Forward Look A summary of key meetings over the next month was reviewed.</p>		
	<p>Date of Next meeting; Wednesday 04 November 2020 by Skype</p>		