

## AGENDA

#	Item	Purpose	Paper	Action
1.	<b>Apologies</b>			
2.	<b>AOB</b>			
3.	<b>Minute of Previous Meeting – 06 September 2023</b>	Approval	To follow	
4.	<b>Matters Arising</b>			
5.	<b>Research Team Business Case</b>	Approval	To follow	AH
6.	<b>External Repair Work – Bellshill and Selkirk</b>	Approval	Attached	PM
7.	<b>Fixed Term Contracts</b>	Approval	Attached	PS
8.	<b>2023/24 Forecasts</b>	Information	To follow	RMackK
9.	<b>DCAF SCRA Briefing Paper</b>	Information	Attached	RMackK
<b>Standing Items</b>				
10.	<b>Practice and Policy</b> a) General Update	Update	Verbal	AH
11.	<b>Information Governance</b> a) General Update	Update	Verbal	AH
12.	<b>Digital Programme</b> a) General Update	Update	Verbal	DC
13.	<b>Keeping the Promise</b> a) Hearings for Children b) Keeping The Promise Programme Board	Update Update	Verbal Verbal	AH LB
14.	<b>New Risks</b>			
15.	<b>Forward Plan</b> a) Justice Board 06/10 b) Childrens Hearings Redesign 10/10 c) Children and Families National Leadership Group 10/10 d) NBHGG Collaborative Intelligence Workshop 11/10 e) LRM Network 24/10 f) WFA/Family Inclusive Practice - Working Group meeting 25/10 g) WSA/CRIG session 30/10 h) 24-25 budget setting process 31/10			
<b>Date of Next meeting</b> Wednesday 01 November 2023, at Ochil House, Stirling				

## Present

Neil Hunter ( <b>NH</b> )	PR/CE, Chair
Ed Morrison ( <b>EM</b> )	Head of Finance & Resources
Paul Mulvanny ( <b>PM</b> )	Senior Operational Manager (East & Central)
Lisa Bennett ( <b>LB</b> )	Head of Strategy
Helen Etchells ( <b>HE</b> )	Senior Operational Manager (North)
Patricia Stevenson ( <b>PS</b> )	HR Manager
Ian Allen ( <b>IA</b> )	Head of Property
Pamela Armstrong ( <b>PA</b> )	Governance Officer, Minute

	Item	Timescale	Action
1.	<b>Apologies</b> Susan Deery – Head of HR Alistair Hogg – Head of Practice & Policy Douglas Cameron – Interim Head of Digital		
2.	<b>AOB</b>		
3.	<b>Minute of Previous Meeting – 02 August 2023</b>		
4.	<b>Matters Arising</b>  <b>Staff Pay 23/24</b> UNISON member ballot has been issues. A further update on the outcome will be given at the next meeting.	Oct 23	SD
5.	<b>Presence of RAAC</b> IA spoke to the correspondence received from the Deputy First Minister in relation to Public Bodies and the use of reinforced autoclaved aerated concrete (RAAC) in leased and owned buildings on the SCRA estate. A separate correspondence has been received from the SG Sponsor team requesting a more immediate response. There will be assured there will be a prioritisation and proportional risk lead approach taken.  <b>Issues arising during discussion:</b> <ul style="list-style-type: none"> <li>Initial work has been done, finding which buildings fall into a high-risk category. A programme of work will require to be mapped out around engaging Surveyors. This may require to be phased due to the expected demand on Surveyors across the public estate.</li> </ul>		

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	<ul style="list-style-type: none"> <li>Where buildings are leased, landlords have been written to requesting the information needed.</li> </ul>		
6.	<p><b>Digital Champions Proposal</b> PM introduced the proposal for the reinvigoration and standardisation of our Digital Champions structure, roles, responsibilities, membership, recruitment, and incentives.</p> <p><b>Issues arising during discussion:</b></p> <ul style="list-style-type: none"> <li>UNISON will take the proposal to the Branch this week. There is concern that other champions- do not currently receive a pay increase.</li> <li>LRM's are widely supportive of the proposal and will continue to gather further views.</li> <li>Value in having this as an actional aspect to the role, rather than dedicated resource.</li> <li>We need to capture in pilot the amount of time individuals spends in the digital role and be better sighted on the scale of the ask. Capacity will be tracked during the pilot.</li> <li>Any potential changes to the SOM and CSAS, which may cause a spike will require to be considered.</li> <li>The proposal is about raising confidence in terms of software/hardware - enabling people to develop skills/ capabilities.</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>Proposal agreed subject to ongoing discussions with UNISON, LRM's and EMT.</li> <li>Any update and ways forward to be discussed at a future meeting.</li> </ul>		
7.	<p><b>Fixed Term Contracts</b> PS introduced the paper recommending the EMT,</p> <ul style="list-style-type: none"> <li>consider the fixed term contract position across SCRA.</li> <li>consider and approve the recommendations about the equalisation of Locality resources and those areas for consideration for future workforce planning.</li> <li>approve proposals to convert fixed term contracts to permanent for staff aligned to available established posts.</li> <li>consider the allocation of the 8 fte fixed term Reporter resource based on the work loading</li> </ul>		

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	<p>figures and whether there is scope for Localities to convert this funding to other fixed term roles.</p> <ul style="list-style-type: none"> <li>consider current non-core and core fixed term arrangements to decide if posts can be converted to core posts.</li> </ul> <p><b>Issues arising during discussion:</b></p> <ul style="list-style-type: none"> <li>There is a concern around number of FTC's. Teams have permissions to managed staff ratios. Locality managers are best placed to make these decisions.</li> <li>Often, localities are not working in the same way and are focused on different priorities. Are the same criteria being applied nationally? There is a concern around the methodology, formulation and application of work loading application.</li> <li>While the leanest management teams provide the best results it is important not to destabilise teams while providing support.</li> <li>Staff will appreciate a move to permeant posts.</li> <li>It is important to retain staff in preparation for the CCJB.</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>To progress subject to ongoing discussions around work loading and equalisation.</li> <li>Assistant Reporter proposal to be brought to the next Challenge and Review meeting.</li> <li>To approve proposals to convert fixed term contracts to permanent for staff aligned to available established posts, carrying a managed financial risk into next year.</li> <li>Further paper to be brought to the next meeting.</li> </ul>	Oct 23	EM/SD PS
8.	<p><b>Programme/Change Team resources</b></p> <p>LB introduced the paper, providing EMT with a breakdown of required Programme Resource to be read alongside resourcing paper from HR.</p> <p><b>Issues arising during discussion:</b></p> <ul style="list-style-type: none"> <li>Additional resource is needed to make the proposed transformation happen.</li> <li>This can be approached in a way that ensures teams are not destabilised.</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>Costings to be provided to the SG Finance accountability team.</li> </ul>		EM/LB

	Item	Timescale	Action
	<ul style="list-style-type: none"> <li>• The report will be further developed allowing for substantive decisions to be made based on further work.</li> <li>• To consider the financial 5-year financial strategy.</li> <li>• Immediate decisions to be made within this financial year.</li> <li>• Instigate conversations with SG on 5-year transitional funding.</li> <li>• Briefing paper on 2023/24 priorities to be brought to a future meeting.</li> </ul>		LB  EM  EM/LB  EMT  LB
9.	<p><b>Data Quality issue</b>            LB introduced the paper, recommending the EMT approve the formal process for the monitoring and correction of recording court outcomes in CSAS.</p> <p><b>Issues arising during discussion:</b></p> <ul style="list-style-type: none"> <li>• Where issues occur because of changes in CSAS, they can be left open without escalation as they will be assessed by another group. Any open issues will be actively managed.</li> </ul> <p><b>Agreed:</b></p> <ul style="list-style-type: none"> <li>• To approve the following process.               <ul style="list-style-type: none"> <li>○ Send out a communication to managers with a commencement date and details about what is needed.</li> <li>○ Provide access to the data to locality staff and summary data to the SOMs.</li> <li>○ Report progress to EMT with recommendations to continue checking or whether the issue/risk has been minimised.</li> </ul> </li> </ul>		
10.	<p><b>Board meeting - Draft Reports</b>            Draft reports were reviewed ahead of the September Board. Final reports to be sent to PA by the end of this week.</p>		
<b>Standing Items</b>			
11.	<p><b>Practice and Policy</b>            General Update            AH will provide an update at the next meeting.</p> <p>NH advised 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</p>		

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	approach. NH also advised that the CHIP will focus on the creation of the Joint Redesign Board.		
<b>12.</b>	<p><b>Information Governance</b>  <b>General Update</b>  AH will provide an update at the next meeting.</p> <p><b>July Breach Report</b>  EMT noted breach report which will be published on connect.</p>		
<b>13.</b>	<p><b>Digital Programme</b>  <b>General Update</b>  DC will provide an update at the next meeting</p>		
<b>14.</b>	<p><b>Keeping the Promise</b>  <b>Hearings for Children</b>  AH will provide an update at the next meeting.</p> <p><b>Keeping The Promise Programme Board</b>  LB will provide an update at the next meeting</p>		
<b>15.</b>	<p><b>New Risks</b>  None identified.</p>		
<b>16.</b>	<p><b>Forward Plan</b>  The forward plan was reviewed.</p>		
	<p><b>Date of Next Meeting</b>  Wednesday 04 October 2023, at Ochil House, Stirling</p>		