

**Present:**

Monica Sweeny, Chair **(MS)** - Branch Secretary  
Lynne Hobbs **(LH)** – Locality Reporter Manager  
Neil Hunter, **(NH)** – Principal Reporter/ Chief Executive  
Paul Mulvanny **(PM)** – Senior Operational Manager  
Helen Etchells **(HE)** – Senior Operational Manager  
Melissa Hunt **(MH)** – Policy and Public Affairs Manager  
Patricia Stevenson **(PS)** - HR Manager  
Susan Deery **(SD)** – Head of HR  
Ross MacKenzie **(RMack)** – Finance Manager

		Action
1.	<b>Apologies</b> None	
2.	<b>AOB</b>	
3.	<b>Note of Previous Meeting</b> – 11 May 2021 The minutes of the 11 May 2021 meeting were agreed.	
4.	<b>Matters Arising</b> Covered within the agenda	
5.	<b>UNISON consultation programme</b> MS provided a verbal update. <ul style="list-style-type: none"> <li>The draft report is with the Branch Committee for approval.</li> <li>Support staff are concerned about their roles. They have been reassured the implementation of CSAS was not about headcount reduction.</li> <li>A number of staff were unaware of future changes (The Promise, UNCRC etc). Do we require to consider how we communicate with staff to get messages across. Staff feel there are too many email communications.</li> <li>The agile working policy has received mixed feedback. Staff are generally in favour of the policy but are unclear if it is being applied in the same way across the organisation.</li> </ul>	
6.	<b>COVID 19 Pandemic</b> SD Provided a verbal update. <ul style="list-style-type: none"> <li>Latest update is available on CONNECT</li> <li>Staff are advised to continue to be cautious and careful. SCRS continue to recommend a 1m distance within office and hearing space. Use of face coverings is advised but not legislated.</li> <li>Staff are requested to keep promoting good ventilation.</li> <li></li> </ul>	

7.	<b>Digital Update</b> NH provided a verbal update. <ul style="list-style-type: none"> <li>• The Core Systems &amp; Applications Solution (CSAS) Project Closure Report will be formally lodged with the Scottish Government Digital Assurance Office.</li> <li>• Moving forward we need to consider digital with in The Promise, UNCRC and others.</li> <li>• A meeting has been held with SG to discuss future investment.</li> <li>• The SOM has been built from user experience and is a core tool for how staff perform their work. We need to ensure it is adopted by all staff.</li> <li>• A hardware refresh is scheduled for this year. There are international supply issues and IT are trying to find solutions to ensure there is a supply of new lap tops for staff.</li> </ul>	
<b>STANDING ITEMS</b>		
8.	<b>Health, Wellbeing &amp; Staff Survey Group Update</b> <ul style="list-style-type: none"> <li>• Work ongoing in relation to establishing Locality Health and Wellbeing Groups with representatives from these groups joining the Heath &amp; Well-being Group.</li> <li>• Work is due to commence on the 2021 Staff survey, a further update will be provided at the next meeting.</li> </ul>	
8.	<b>Equalities Network Update</b> <ul style="list-style-type: none"> <li>• The impact assessment has been refreshed with 3 formats. Guidance documents are being worked on.</li> <li>• Sign language translation completed and launched.</li> </ul>	
9.	<b>HR Sub Group Update</b> <ul style="list-style-type: none"> <li>• The second version of the Agile working policy has been drafted and will be reviewed by the group.</li> <li>• It was noted that the St Andrew Day holiday will be on Monday 06 December.</li> <li>• An exeption to the annual leave policy has been made allowing staff to carry over no more than 10 annual leave days into 2022. There will be no further changes. It is important managers encourage staff to take regular leave.</li> </ul>	
10.	<b>Policy update</b> <b>(a) The Promise</b> – It has been agreed a Hearing Systems Working group will be set up. An announcement about the independent chair to the review group is expected soon. Alistair Hogg will be SCRA's representative on the group alongside Suzie Vestri, Board member. We are moving ahead with new posts around the Promise.  <b>(b) Extending the Age of Referral</b> – It was noted that a final meeting of the working group was to be held after which a series of recommendations would be made to the Scottish Government. In relation to SCRA needs, consultation will take place before end of summer.	

	<b>(c) UNCRC – introduction of Bill</b> – A further update will be provided when available.	
<b>11.</b>	<b>Financial Update</b> RMack provided the following update, <ul style="list-style-type: none"> <li>• 2020/21 accounts are being audited. The provisional statements report a revenue underspend of 841k, due to savings particularly in Head Office staffing, savings on Hearing-driven costs and additional income.</li> <li>• Scottish Government agreed at the start of the financial year that we could retain 20/21 underspends in reserves to use them in 2021/22 to ensure delivery of Organisational Recovery and support the ongoing embedding of CSAS.</li> <li>• SCRA's published grant in aid figure in 2021/22 is lower than what we asked for. There's regular dialogue between sponsor team in SG and EMT to ensure we get what we need but they remind us there is an over-arching SG pressure to save revenue money especially so there will be challenges to hand back unused resource at the end of this financial year.</li> <li>• SG also looking to incorporate an annual uplift so we're not continually falling behind static settlements</li> <li>• Business managers and Finance business partners are meeting budget holders this month to collect the first set of rigorous forecasts.</li> <li>• This goes the September EMT then September Board.</li> <li>• Overall underspend is likely, with supernumerary and non-establishment staffing spend pressures and the savings target being met from non-staff savings.</li> </ul>	
<b>12.</b>	<b>New Risks</b>  New risks were identified in relation to the change management process linked to the Agile Working Policy. It was noted that consistency of application across Localities and staff group with positive partnership working would mitigate these risks  In relation to Rights, Inclusion and Corporate Parenting it was noted that new approaches were being considered to engage with staff and partners to support the management of change in these areas.	
	<b>Date of next meeting:</b>  Tuesday 09 Nov, 2021. 10:00-12:20	