

Present:

Neil Hunter, **(NH)** – Principal Reporter/ Chief Executive (Meeting Chair)
 Lynne Hobbs **(LH)** – Locality Reporter Manager
 Paul Mulvanny **(PM)** – Senior Operational Manager
 Helen Etchells **(HE)** – Senior Operational Manager
 Susan Deery **(SD)** – Head of HR
 Melissa Hunt **(MH)** – Policy & Public Affairs Manager
 Maryanne McIntyre **(MMcI)** – Press and Communications Manager.
 Pamela Armstrong **(PA)** – Governance Officer, Minutes

	Item	Timescale	Action
1.	Apologies Monica Sweeney Ross MacKenzie		
2.	AOB None		
3.	Note of Previous Meeting – 24 May 2022 The minutes of the meeting were agreed.		
4.	Matters Arising Covered in the agenda.		
5.	Revised job description for support staff - Update <ul style="list-style-type: none"> • The job description is now complete and will be taken to job evaluation on 09th September, • Post holders and Managers have been given until tomorrow to come back with any further comments on the job description. • SCRA are providing more assurance around training. • An initial meeting with Business Managers has been held. • The first core group meeting is this afternoon • SCRA will support in staff in every way possible over the next 12 months. Breadth of training has been welcomed and provides a good model for moving forward. • Corporate parenting training is important. We require to always consider children's needs and rights. There is an opportunity to revisit what customer care standards are at the forefront of our corporate parenting and an opportunity to promote standards. 		

6.	<p>Staff Pay 2022/23 - Update SD provided a verbal update.</p> <ul style="list-style-type: none"> • SG Pay policy have removed the cap and advised all organisations to consider using all available resources. • A Remuneration Committee will be held on Thursday to discuss further with the board our position. • JNCC – Outlook for meeting is currently November. 		
7.	<p>COVID 19 Pandemic</p> <ul style="list-style-type: none"> • End of sep - virtual hearings team will have transitioned back to locality teams. • Cost of living crisis/industrial action/mail issues all have an a potential impact over the coming months with the possibility of returning to a Business Continuity mode of working 		
8.	<p>Digital Update</p> <ul style="list-style-type: none"> • Casa development - Useful session on future development held with members of the IT team, with a deep dive into scheduling and impact of 2020 act in terms of siblings and how can we increase functionality when we schedule hearings for family groups. • Identified issues around security and role based access. • Work around ND looks like coming to a very helpful conclusion. - Move towards minimalist approach of publication of information, which will be, reflected in any function developments in CSAS. • Managing tension between people wanting things made better but not wanting anymore change. 		
STANDING ITEMS			
9. a)	<p>Health, Wellbeing & Staff Survey Group Update General Update SD advised the meeting of the group held last week covered the following;</p> <ul style="list-style-type: none"> • Mental Wealth Group update <ul style="list-style-type: none"> ○ Menopausal Toolkit ○ Mental Health first aiders ○ Debt awareness ○ Wellbeing Brochure ○ The Charity of the Civil Service ○ Grief awareness week ○ Right to Disconnect Policy ○ UNISON Hardship Fund • Team Wellbeing Update • Planning for 2022/23 • Learning Strategy • Lessons Learned 		

b)	<ul style="list-style-type: none"> • Flu Vaccination Programme • Agile working policy • Covid-19 Ongoing advice <p>Financial Wellbeing</p> <ul style="list-style-type: none"> • SCRA require comprehensive approach to staff welfare. • HR & UNISON will consider what supports are available. • There is a financial wellbeing page on connect. SD/MS Will work in joint connect com. • Teams have been given discretion around how wellbeing budget is being spent. • SD reaching out to other employers to see what they are doing. 		SD/MS
10.	<p>Inclusion & Diversity Steering Group SD advised the group are meeting next week. An update will be provided at the next meeting.</p>		
11.	<p>HR Sub Group Update SD advised the last meeting of the group considered the following;</p> <ul style="list-style-type: none"> • Wellbeing and responding to Covid • Revised FAQ is on the agile policy and an operational session with LSM's on the policy. • Right to disconnect policy • Review of volunteering policy • Annual workforce report • Change to pension contributions calculations • Support staff consultation • Standby • Managing fixed term workers • Recognition of prior learning • Inclusive leadership standards • Gender pay gap <p>The HR sub-group are also considering the staff appraisal scheme and how this can work as a single support and development framework.</p>		
12.	<p>Policy update</p> <p>a) The Promise</p> <ul style="list-style-type: none"> • The HSWG continues to make progress towards wider engagement around the <u>list of issues</u> which includes the role of the reporter, voluntary arrangements, rights based grounds, what the composition of a hearing should be, etc. • Lorraine Moore, SCRA Board Member has joined the HSWG, 		

<p>b)</p> <p>c)</p>	<ul style="list-style-type: none"> • Appointment of new CE is in the pipeline. <p>Extending the Age of Referral</p> <ul style="list-style-type: none"> • A new group has been created, looking at policy and legislative change in particular the age of referral, which will provide both qualitative and quantitative output - assumptions based on available data. <p>UNCRC</p> <ul style="list-style-type: none"> • The Scottish Government remains committed to the incorporation of the United Nations Convention on the Rights of the Child to the maximum extent possible as soon as practicable. That commitment also applies to further strengthening the relationship between the Scottish Government and local government. • While the Supreme Court judgment means that the Bill cannot receive Royal Assent in its current form, we are urgently and carefully considering the most effective way forward for this important legislation. 		
<p>13.</p>	<p>Financial Update</p> <p>The Head of finance provided the following update,</p> <ul style="list-style-type: none"> • The ARC signed off the 2021/22 Annual Report and Accounts. This is a good read for staff who are interested in the financial position and performance of the organisation. • The first set of expenditure forecasts for 2022/23 are being consolidated by Finance and will be reported to EMT and the Board next month. Revenue underspends are expected and will be used to support pay in line with latest SG guidance and extension of temporary contracts for vh and organisational helpdesk. Discussions are underway with SG on pay affordability. • Work is underway on the Financial Strategy for the period 2023/24 to 2027/28. This document will be considered by EMT and the Board next month before being discussed with Sponsor Team and SG Finance to inform 2023/24 Budget planning. At this stage it is capturing all known recurring costs and capital investment needs, it has not yet been possible to quantify the impact on budgets of the CCJB or The Promise. 		
<p>14.</p>	<p>New Risks</p> <p>None</p>		
	<p>Date of next meeting:</p> <p>Tuesday 22 November 2022. 10:30-13:00, By Teams</p>		

