

AGENDA

		Papers	Action
1.	Apologies		
2.	AOB		
3.	Note of Previous Meeting – 20 November 2019 •	Attached	
4.	Matters Arising	Verbal	
5.	Annual Workforce plan • People Strategy	Attached Attached	SD
6.	VER/VR Scheme update	Verbal	SD
7.	Gender Pay Gap	Attached	SD
8.	CHIP Update • Better Hearings • Blueprint for Children's Hearings	Verbal	NH
9.	Digital Update • CSAS Update	Attached	NH/SD
STANDING ITEMS			
10.	Health, Wellbeing & Staff Survey Group Update	Attached	NH
11.	Equalities Network Update	Attached	NH
12.	HR Sub Group Update	Verbal	SD
13.	Financial Update	Verbal	RMack
14.	New Risks	Discussion	All
	2020 NPF meeting dates 19 May 10:30 - 13:00 at Ochil 25 August 10:30 - 13:00 at Ochil 24 November 10:30 - 13:00 at Ochil		



Present:

- Fergus Dougal **(FD)** – Branch Chair
 Monica Sweeny **(MS)** – Branch Secretary
 Neil Hunter **(NH)** – Principal Reporter/ Chief Executive
 Tom Philliben **(TP)** – Senior Operational Manager
 Ross MacKenzie **(RMack)** – Finance Manager
 Pamela Armstrong **(PA)** – Governance Officer - Minute

		Timescale	Action
1.	Apologies Lynn Hobbs – UNISON Steward/ Reporter Anne-Marie McGinley – Locality Reporter Manager Adele McCormick – Reporter Jim McClafferty – Locality Reporter Manager Susan Derry - Head of Human Recourses Helen Etchells – Senior Operational Manager Paul Mulvanny – Senior Operational Manager		
2.	AOB None		
3.	Minute of last meeting – 27 August 2019 Agreed as an accurate record.		
4.	Matters Arising Locality/Team Representation – Ongoing. MS intends to hold a recruitment drive at all offices. The organisation are happy to support in any way. Facility Time – This will be taken back to the HR Sub group as a future agenda item. There has been a slight increase in the facility time published and we need to ensure it is being accurately recorded.		SD

		Timescale	Action
5.	<p>SCRA sustainability programme update NH Provided a verbal update.</p> <ul style="list-style-type: none"> The revised job descriptions have gone through the job evaluation process and a phased implementation is being looked at, taking into consideration CSAS in an effort to minimise any instability. SD is currently developing a 3-year people strategy. The Partnership will be included to help inform the development. The strategy will then be taken to the HR Sub group. 		
6.	<p>CHIP Update NH provided an update.</p> <p>Better Hearings NH introduced the Better Hearings progress report, providing information in the following areas:</p> <ul style="list-style-type: none"> Better hearings Children’s Hearings Improvement Partnership (CHIP) The Children’s Hearing system 2017/18 Approach Summary of activity Planning and good governance Supporting inputs Focus on local learning Observations, issues and Challenges <p>A lot of good work has been done nationally. 2020 provides an opportunity to accelerate the work being done.</p> <p>Blueprint for Children’s Hearings</p> <ul style="list-style-type: none"> There is continued difficulty getting Court and Tribunal Services to agree to the Blueprint timescales. Progress made will be brought back to the forum, possibly offline. 		
7.	<p>Fair Work in Public Bodies NH Advised the group a letter from the Cabinet Secretary for Finance, Economy and Fair work, is encouraging Public Bodies to demonstrate their commitment to fair work.</p> <ul style="list-style-type: none"> UNISON are keen for an agreement on fair work. SD/MS to progress discussion in the first instance with an agreed programme of work between UNISON and SCRA. 		SD/MS

		Timescale	Action
8.	<p>Digital Update NH provided a verbal update.</p> <ul style="list-style-type: none"> • The programme is in good shape and on track to be delivered in Q1/Q2 of 2020. • Extended testing will commence 06 January with a further release in the New Year for further testing. Training plans are ramping up across all localities. • Contingency resources have been deployed and at this stage, any anticipated fixes are estimated to be within budget. • There will be a further decision point in February to determine if a June/July go live is achievable. • Technical testing of migration is about to start. • Security developments and system accreditation is underway 		
9.	<p>Health, Wellbeing & Staff Survey Group Update NH provided the following updates;</p> <ul style="list-style-type: none"> • Group membership to be refreshed. • Support to be given to health and wellbeing activates at local level. • The staff survey results will be looked at and taken on board by senior managers. While there are continuing issues around regularity of team meetings and workload good progress has been made in a lot of areas. 		
10.	<p>Equalities Network Update NH provided the following updates;</p> <ul style="list-style-type: none"> • Dignity at Work policy is complete and will be signed off at the next HR sub group. Policy will be launched alongside Bullying and Harassment e-learning tool from Enei. • Equality and Human Rights Impact Assessments package has been approved by EMT. There will be training for EMT in November, followed by training for Head Office managers after that. Training for Locality managers will take place after the new system has been introduced. 		
11.	<p>HR Sub Group Update</p> <ul style="list-style-type: none"> • The next meeting will be held next week. An update will be given at the next NPF. 		

		Timescale	Action
12.	<p>Financial Update R MacK provided a verbal update.</p> <ul style="list-style-type: none"> • The last update provided, reported on the financial position for 2019/2020. There have been no significant changes. We are moving towards a balanced budget. • The Head of Finance and Resources is coordinating work among EMT to establish the projected expenditure requirements in 2020/21-2022/23. This will inform how SCRA can start work this year on ensuring our organisation is sustainable, should we be limited to flat cash funding in future years. • There are no concerns around Digital Programme funding in 2018/19 or 2019/20. 		
13.	<p>New Risks None identified</p>		
	<p>Date of Next Meeting: Tuesday 18 February 2020, 10:00-13:30 at Ochil House, Stirling</p>		