

Present:

Neil Hunter, **(NH)** – Principal Reporter/ Chief Executive
 Monica Sweeney **(MS)** – Branch Manager (Meeting Chair)
 Ross MacKenzie **(RMackK)** – UNISON Branch Secretary
 Maryanne McIntyre **(MMcI)** – Press & Communications Manager
 Paul Mulvanny **(PM)** – Senior Operational Manager
 Helen Etchells (HE) – Senior Operational Manager
 Susan Deery **(SD)** – Head of HR
 Pamela Armstrong **(PA)** – Governance Officer, Minutes

	Item	Timescale	Action
1.	Apologies Melissa Hunt, Lynne Hobbs, Adele McKormick		
2.	AOB None		
3.	Note of Previous Meeting – 30 August 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"> • SCRA are providing more assurance around training and are committed to supporting 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 cares standards are at the forefront of our corporate parenting and an opportunity to promote standards. 		
6.	Staff Pay 2022/23 - Update SD provided a verbal update. <ul style="list-style-type: none"> • First offer has been made to staff and is currently with members for consideration. The deadline for responses will be extended due to postal strikes. 		
7.	COVID 19 Pandemic <ul style="list-style-type: none"> • A number of staff have had a mild reaction the booster vaccine resulting in some staff absence. 		

	<ul style="list-style-type: none"> • Criminal work is being prioritised by the courts, impacting our ability to get dates for proofs. • SW are having difficulty filling vacancies. Teams are considering how to work differently with LA's, for example, making decisions based on discussions rather than reports. • We need to ensure SCRA staff are not impacted by issues affecting partner agencies. 		
STANDING ITEMS			
8.	<p>Digital Update</p> <ul style="list-style-type: none"> • The workforce digital skills assessment has concluded and will help with systems development prioritisation over the next 12-18 months. • CSAS Development – Collaborating with users on generating future business requirements. Work continues on the backlog. • Development is underway to streamline the process between Virtual Hearings and CSAS. A further update will be given at the next meeting. 		
9. a)	<p>Health, Wellbeing & Staff Survey Group Update</p> <p>General Update</p> <p>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 – welcomed by staff. ○ Mental Health first aiders – Thanks to UNISON for supporting this. ○ Work is ongoing on suicide prevention and bereavement support. • Staff survey was launched yesterday. <p>Financial Wellbeing</p> <ul style="list-style-type: none"> • SCRA require comprehensive approach to staff welfare. • 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. 		
10.	<p>Inclusion & Diversity Steering Group</p> <p>SD provided the following verbal feedback;</p> <ul style="list-style-type: none"> • The group met in early September to review the annual report which was presented to the September Board. • The race equality plan will be shared next week. • Work on language guides as part of The Promise work 		

	is ongoing.		
11.	<p>HR Subgroup Update</p> <p>SD advised the last meeting of the group considered the following;</p> <ul style="list-style-type: none"> • Standby Policy, consideration being given to a 2 hour stand by period. • Learning Plan, which will be launched soon <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. • NH has met with the Chair of the HSWG to discuss financial constraints and pressures. • NH will meet with the new CEO of The Promise over the course of the coming weeks. <p>b) Extending the Age of Referral</p> <ul style="list-style-type: none"> • The bill has been approved by Cabinet and the first draft should be available in the next few weeks. SCRA has engaged with the bill team on age of referral. It's expected this will proceed in a straightforward manner legislatively. The bill also provides provision for victim information and support. • Encouraged by the positive approach taken by policy and legislative group. • Have raised with SG the need for recruitment to the Care & justice bill when it becomes live. SG has been receptive to that and in discussion over the course of the week to have these discussions escalated to key decision makers. • UNISON appreciate work done by the team <p>c) 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. 		

	<ul style="list-style-type: none"> • 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. 		
13.	<p>Financial Update RMack provided the following update,</p> <ul style="list-style-type: none"> • The first set of expenditure forecasts to EMT in September and Board suggested a £448k underspend. EMT agreed to ring-fence those savings in order to substantially increase the pay offer to staff from what was signed off by the Board in March. This meant removing those underspends from every budget-holders budget allocation, and asking them all to work to that new lower budget, removing their ability to recycle those savings within their locality or team as they usually can in other years. • Sponsor Team and SG Finance team are very supportive of SCRA, but until the Scottish budget is announced next month, we don't know our 23/24 GIA settlement. To support a sustainable budget position for the remainder of this year and heading into next year, SCRA has implemented stringent vacancy management, which is proving very challenging for many budget holders and teams. • Neil, Ed and Susan are working very closely with Sponsor Team to keep them updated on our financial needs, including the impact of the CCJB. A formal paper on CCJB impact is in development but the message to SG is clear: if we don't get the funding we need, there's a serious risk that we will be unable to retain the staff we know we'll need when CCJB goes live, and the momentum built up towards Keeping The Promise is in jeopardy. 		
14.	<p>New Risks None</p>		
	<p>Date of next meeting: Tuesday 21 February 2023, 10:30-13:00, By Teams</p>		