

Minutes of the Board meeting of 14 June 2016

The meeting started at 11.42 am.

Present:

Garry Coutts, Chair
 Brian Baverstock

Alastair Hamilton, Deputy Chair

Also present:

Boyd McAdam, National Convener/Chief Executive (NC/CEO), CHS
 Elliot Jackson, Depute Chief Executive (DCE), CHS
 Ed Morrison, Director of Finance, CHS
 Franck David, Executive Assistant (minute taker), CHS
 Sinead Lammie, HR Officer, CHS
 Thekla Garland, Youth Justice & Children’s Hearings, Scottish Government

The Chair welcomed everyone to the meeting.

Apologies were received from Marian Martin and Linda Watt, Board members. This would have been Linda Watt’s last CHS Board meeting and the Chair paid tribute to her significant contribution to the work of organisation as well as supporting Board members.

Items	Actions / owner	Time-scales
1 Declaration of interests		
None.	N/A	N/A
2 Minutes of previous meeting		
<ul style="list-style-type: none"> The Board agreed to approve the minutes of its meeting on 29 March subject to a minor amendment. 	N/A	N/A
3 Matters arising		
<ul style="list-style-type: none"> Further work is required to progress the work started in March with at the Leadership Event. The feedback received from the AST colleagues who had attended the event had been largely positive and did show an enthusiasm to take the learning from day back to ASTs. However, although a number of ASTs do require support from CHS in order to develop their capability and capacity, CHS’ tight resources may be a limiting factor to develop and support ASTs’ 	N/A	N/A

	<p>aspirations. CHS' submission to the Scottish Government on the forthcoming Comprehensive Spending Review (CSR) will highlight the concerns and opportunities around the support to ASTs in the context of CHS' limited resources. The specific concerns about CHS' capacity to support ASTs are echoed in other areas such as IT.</p> <ul style="list-style-type: none"> • The partnership working that CHS wishes to do as part of the wider Hearings system to improve outcomes for children and young people is very challenging. • September Board meeting will have an item on CHS' submission to the CSR. 		
4	Action log		
	<ul style="list-style-type: none"> • Item 2 – bid for digital funding. CHS has ongoing discussions with the Scottish Government about a business case and opportunities for funding both current and future years. 		
5	Chair update		
	<p>1) Summary of discussion and/or issues raised—</p> <ul style="list-style-type: none"> • The Chair attended a number of very informative AST meetings. The Chair also attended the Central and West Lothian Employers Recognition event which proved to be a very valuable and worthy exercise. A significant number of local employers attended and who had the opportunity to hear about the work that their staff do as panel members and the value it brings to their respective employers and society in general. The event generated publicity and briefing materials that would be available to other areas who would want to replicate the event. The next Area Conveners Liaison Group meeting (ACLG) will see a presentation aimed at sharing good practice and encouraging other areas to hold this type of targeted events. • CHS will look at a formal way for employers to engage with CHS. Five individuals representing large organisations approached CHS during the event and asked if CHS could go and talk to the workforce to share the positive message about becoming panel members. <p>2) Decisions—</p> <p>The Board agreed—</p> <ul style="list-style-type: none"> • That CHS would develop a formal way for employers to engage with the organisation • That the Chair, Brian Baverstock, Diane Watt (Area Convener South of Scotland) and Elliot Jackson would meet informally to think strategically about employer engagement • to note the Chair update. 	Board	Dec. 16

6	Chief Executive update
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<p>1) Summary of discussion and/or issues raised—</p> <p>The NC/CEO introduced the paper. Key elements were:</p> <ul style="list-style-type: none">• Norman Kerr (Glasgow panel member) was awarded an OBE in the Birthday Honours for his active contribution to the work of Children's Panel and his other voluntary work.• Two new members of staff will start with CHS in the forthcoming weeks: Sinead Lammie will be the new HR Officer and Christine Mullen will be the Training and Development Officer.• Three CHS staff will go on maternity leave in the second part of the year. Cover is being looked at.• Children's Hearing Improvement Partnership (CHIP) – At a recent meeting, the Group considered a Draft Vision for the Hearings System which had been developed with the agreement of all the partners on CHIP. The vision is about all parties working together in a respectful manner to improve outcomes for children and young people. The Group received a presentation on a long-term research project on how outcomes for children and young people can be measured. This project relates to the activities that the NC/ CEO is leading within one of the workstreams in CHIP about how we measure whether the intervention of public services makes a difference in the lives of children and young people. The review of child protection and the impact of the 2011 Act on the Hearings System were also discussed. The review of child protection focuses on child protection systems of which CHS is a key component. The CHIP website publishes its papers and minutes of meetings.• The NC/ CEO attended a workshop of the Scottish Institute for Residential Child Care where with Who Cares? Scotland, CHS reported on the work done with young people around participation in the Hearings System. This led to the creation of a leaflet that captures what young people have said and what CHS has done.• As part of volunteers' Week, CHS issued a postcard to every panel and AST members to thank them for volunteering and encouraging them to spread the values of volunteering as a panel member. The vast majority of the feedback received from AST and panel members was very supportive of this initiative. However, six panel members objected to having received the card through the post on the grounds of data protection breach. CHS will issue a response on this. <p>2) Decisions—</p> <p>The Board agreed to—</p> <ul style="list-style-type: none">• Receive a copy of the Vision for the Hearings System and of CHIP's remit• Publicise a link to the CHIP website on the CHS site <i>[there is information</i>	
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	<p><i>about CHIP on the CHS website as well as a link.]</i></p> <ul style="list-style-type: none"> • Receive further details about the relation with CHIP (as part of NC/ CEO paper) at a future Board meeting • note the NC/ CEO update. 		
7	2015/ 16 outturn		
	<p>1) Summary of discussion and/or issues raised—</p> <ul style="list-style-type: none"> • Confirmation that CHS had now fixed assets with the IT equipment bought in 2015 being treated as capital expenditure which led to a corresponding transfer between revenue budget and capital budget; this may be an emerging pattern as CHS move towards a digital future. • There was a pattern throughout the year of under spending under budget however, there was a significant push in the last six months to ensure that the full grant-in-aid would be used and, as a result, the expenditure in period 12 was close to £600k. There is now a slight overspend at year-end. • There is an accounting exercise each year to ensure that the balance sheet reflects an up-to-date position in relation to the Pension Fund. Most of this impacts on the balance sheet and this will be reflected when the Audit and Remuneration Committee considers the Annual Accounts in August. One figure comes from the Income & Expenditure Account and amounts to £74k (£38k in 2015). • The provisional outturn suggests a year end overspend of £85k - £43k higher than previously forecast. This is mainly attributable to higher than anticipated panel and AST expenses (£35k) and higher than anticipated training contract venue hire charges (£22k). Other increased spends included the property project, training contract charges for WLC secondee and PPA training and AST Devolved funding. However, these were more than offset by the treatment of a payment to Lothian Pension Fund in respect of past service costs as a prepayment and an unbudgeted travel contract rebate. There is now a monthly process with the Training Unit where finance is a standard item on the agenda. PPA training in 2017/ 18 will be run differently i.e. it is now part of the overall number of days agreed. • The provisional revenue spend in 2015/16 of £3,734k is £85k over revenue grant in aid. A revenue spend in excess of revenue grant in aid is entirely in keeping with the organisation's strategy, agreed by the Board and the Scottish Government, of reducing the General Fund reserve position as at March 2016. This revenue spend reduces the General Fund from £161k to £74k. However, as capital grant is taken straight to reserves, the projected General Fund position at 31/3/16 is £51k which is lower than the Board expected whilst closer to the level Scottish Government had indicated they would be content with. • The Board queried whether the Scottish Government would reaffirm an earlier commitment that, due to the demand-led nature of panel members expenses, it would look sympathetically at CHS and financially support the 		

	<p>organisation should panel members expenses be higher than anticipated and lead to an overspend. It was said that the different expectations on the working capital were creating some issues and highlighted the competing pressure between a demand led-budget and capital whilst, going forward, the need for capital would increase.</p> <ul style="list-style-type: none"> • The Training prospectus sets out the training dates for the year which allows for early booking of venues and, as a consequence, better value for money. In addition, the Training Unit has moved to Exec Space, a company on the Government framework that helps the College in sourcing venues at a competitive rate. • Although there is an underspend re. participation with children and young people, this does not reflect a lack of commitment to work with them. In that context, in the 2015/ 16 financial year CHS had agreed a contract with Who Cares? Scotland until the end of the 2016 financial year to work with young people and work was already planned. Nevertheless, some of the budget for the engagement with children and young people had to be reallocated to IT and CHS' resources could only allow to do targeted work and focus on partnership rather than paid work. <p>2) Decisions—</p> <p>The Board agreed—</p> <ul style="list-style-type: none"> • That the Director of Finance would do a projecting exercise on the general fund going forward • That CHS will be in a more vulnerable position against variables in budget in coming years with a reduced ability to make strategic investment. • To plan to break even on the balance budget for 2017 and that if variations come in, to have early discussions with the government in relation to a potential overspend on demand-led budget. • To receive an early report on Q1 prior to the September Board meeting [<i>the NC/ CEO provided the report to the Board</i>] • to note the report. 		
8	Annual reporting – Plan and timescales 2015/ 16		
	<p>1) Summary of discussion and/or issues raised—</p> <ul style="list-style-type: none"> • The timeline was more pragmatic than in 2015 • The Annual Report and Annual Accounts will be considered by the Board at the same time in September. • The CHS Annual Report will be circulated to both the Scottish Government and the Board at the same time in August. 		

	<p>2) Decision—</p> <p>The Board agreed to note the report.</p>		
9	Recruitment 2015 – review and evaluation		
	<p>1) Summary of discussion and/or issues raised—</p> <ul style="list-style-type: none"> • The Board put on record their appreciation to AST colleagues who did a sterling job on the recruitment, interview and appointment process all of which contributed to a successful campaign. • In terms of demographics, the Board suggested to assess whether it would be feasible to use data in the Census (occupational status) to have a sense of how representative of the wider community CHS is. <p>2) Decisions—</p> <p>The Board agreed—</p> <ul style="list-style-type: none"> • That it would be useful to have a question about occupational status in the application and that the Recruitment and Retention Group might want to consider adding that question • That it would be very helpful to flag up any issues about conflict of interest at an early stage in the application process • To note the report and its recommendations. 		
10	Remuneration and Appointments Committee (RAC) Workplan 2016/ 17		
	<p>1) Summary of discussion and/or issues raised—</p> <ul style="list-style-type: none"> • At its meeting on 17 May 2016, the RAC agreed to approve its annual workplan 2016/17 and submit it to the CHS Board for approval. • The RAC had agreed in 2015 to meet at least twice a year to align its meetings with the submission of the pay policy linked to the NC/ CEO’s objectives (May) and staff pay structure (November). The RAC will continue to review HR policies as and when required. <p>2) Decision—</p> <p>The Board agreed to approve the RAC workplan 2016/ 17.</p>		

11	Remuneration and Appointments Committee's Terms of Reference		
<p>1) Summary of discussion and/or issues raised—</p> <ul style="list-style-type: none"> The RAC reviewed its Terms of Reference (ToR) at its meeting on 17 May 2016. No changes were introduced since the previous review in December 2015. The ToR had subsequently been approved by the Board of CHS at its meeting in January 2016. <p>2) Decision—</p> <p>The Board agreed to approve the RAC's ToR.</p>			
<p>The Chair thanked everyone for their contribution.</p>			
<p>The next Board meeting will be on 20 September 2016, Edinburgh. The meeting closed at 12.41 pm.</p>			