

Minutes of the Board meeting of 28 March 2017

The meeting started at 14.03.

Present:

Garry Coutts, Chair
John Anderson
Marian Martin

Alastair Hamilton, Deputy Chair
Brian Baverstock
Henry Robson

Also present:

Boyd McAdam, National Convener/Chief Executive (NC/CEO), CHS
Elliot Jackson, Depute Chief Executive (DCE), CHS
Ed Morrison, Director of Finance, CHS
Ross Mackenzie, Account (shared role CHS and SCRA) (items 8 and 9)
Anthony McIlvaney, temporary Strategic Planning and Performance Officer, CHS (item 10)
Franck David, Executive Assistant (minute taker), CHS
Thekla Garland, Youth Justice & Children’s Hearings, Scottish Government

Observing: Beth-Ann Logan

Apologies: Lewis Ritchie

The Chair welcomed everyone to the meeting and in particular Henry Robson who had been appointed as a new Board member in February 2017.

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 6 February 2017. 		
3 Matters arising		
<ul style="list-style-type: none"> • None to report. 		
4 Action log		
<ul style="list-style-type: none"> • Most of the items were either not due or would be covered later in the 		

meeting.		
5	Chair update	
<p>1. Summary of discussion and/or issues raised—</p> <ul style="list-style-type: none"> • The latest recruitment round for new CHS Board members was now concluded. Applicants were of a very high calibre. • Since the last Board meeting, the Chair had observed pre-service training sessions and was pleased to report that the feedback from trainees had been very positive. Although the trainee Panel Member group that the chair attended was more representative of the community than in previous years, there was still a need for more young male panel members. • The Chair had attended an AST meeting in Eilean Siar and had been impressed with the area operation and the active and enthusiastic pool of volunteers. <p>2. Decision—</p> <ul style="list-style-type: none"> • The Board agreed to note the Chair update. 		
6	Chief Executive update	
<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"> • Reappointment Process - From the 350 individuals appointed three years ago, around 1/3 of panel members had left the System over that period. This reinforces the need to provide exit interviews and follow ups. • Scottish Parliament Education and Skills Committee – The NC/ CEO had been invited by the committee to provide evidence on 15 March on the reforms of the Children’s Hearing system. The session was primarily focused on legal representatives within hearings and the impact they had on obtaining the children and young persons’ views. Other key areas, including the Feedback Loop, did not come through at the discussion. • Feedback Loop - The data captured on secure accommodation need to be improved. CHS will work with the Scottish Government to improve the 2018/19 data collection to more effectively capture outcomes on young people in a consistent way. This will be particularly helpful to gain a national overview. • Young People’s Board - Who Cares? Scotland and the Care Council are looking at how young people engage in the care journey in the wider context of the review of care. SCRA are in discussion with the Scottish Government to try to secure resources for driving this work forward and make it sustainable. There 		

	<p>was evidence of more individuals expressing an interest on how to improve the care system and there is a focus on how to represent these views geographically and across all ages.</p> <p>2. Decision—</p> <p>The Board agreed to note the Chief Executive update.</p>		
7	Partnerships Update		
	<p>1) Summary of discussion and/or issues raised—</p> <ul style="list-style-type: none"> • The amount of partnership activity that CHS was undertaking was highlighted together with the themes emerging across the different groups. • Youth Justice Improvement Board - there is a strong recognition that the Hearings system focuses on the needs of young people. Recent research, conducted with young people who have reflected back after moving into the adult system, indicated that they felt the system was supportive and focused on their needs. The general consensus was that this should continue beyond the age of 16. Workstream meetings endeavour to progress work on the Whole Systems Approach, Improving Life Chances and Developing Capacity. • Secure Care Project – The National Convener reported that the key findings of the report can be offered in bullet points to ensure there is an opportunity for the wider panel community and the Board to discuss them. • Influencing Local Authority practice – Permanence and contact to be taken forward through the PACE Programme. There might be a role for engagement from AST and local Council Representatives, along with CoSLA, to pursue the agenda. • The Children’s Hearings Improvement Partnership is currently under review of how it is operating, its effectiveness, and how this will readjust over time. <p>2) Decision—</p> <p>The Board agreed to note the report.</p>		
8	Finance Report 2016/17		
	<p>1) Summary of discussion and/or issues raised—</p> <ul style="list-style-type: none"> • The Director of Finance confirmed: <ul style="list-style-type: none"> ○ the grant in aid for 2016/17 to be £3.88m, £305k of which the Scottish Government agreed to class as capital spend. ○ that spending in March was in line with forecast on important lines – around £200,000 of IT invoices were being processed in March, and 		

	<p>volunteer expenses year-to-date were now around £481k, with a final figure for the year forecast to be well over £500,000 but not going to be more than the £609,000 forecast.</p> <ul style="list-style-type: none"> ○ that the year-end bank balance was likely to be around £450k, similar to last year's. ○ that the Board would be advised, between the Board meetings, if there were any changes. <ul style="list-style-type: none"> ● AST devolved funding - outstanding invoices for this financial year, including recognition events, means there is a delay to the final figure. Moving forward, ASTs are encouraged to spread the spending out throughout the year and to communicate with CHS if/ when they are not in a position to spend their allocated amount. It was noted that devolved funding has been in operation for two years and both years have underspent. The Local Authority contribution, however, is masked by this spend. The underspend will be moved to resource other areas. Moving forward, AST plans will have the detail of how the spending will be allocated. ● The income from 2016/17, discussed at the last Board meeting, was due to a rebate from a travel company contract. This was a one off. <p>2) Decision—</p> <p>The Board agreed to note the report.</p>		
9	Budget 2017/18		
	<p>1) Summary of discussion and/or issues raised—</p> <p>The Director of Finance:</p> <ul style="list-style-type: none"> ● detailed how CHS had managed to present a balanced budget despite funding falling £454k short of what had been anticipated as a requirement earlier this year. ● provided details on avenues being explored on how the Training savings target of £60k could be achieved e.g. through reducing overnight stays, increased online learning, reduction of cancellation charges. <p>The Director also confirmed:</p> <ul style="list-style-type: none"> ● a review of the shared services model between CHS and SCRA on the basis of the experiences of the last two years. ● that the development spend on the new consolidated IT environment will be taken from the capital money in 2017/18. £120k had been secured for new resources. This will mitigate the impact of working with the budget of £3.7m, over the proposed £4.1m. ● that staff costs were aligned with the workforce planning changes and included the impact of the pay award in 2017/18. ● that the budget allowed for the new IT support contract through 2017/18 as well as other IT costs. The potential for capitalising on some of the staff costs 		

	<p>with SCRA would be considered.</p> <ul style="list-style-type: none"> • That a joint IT operational plan would be presented to both CHS and SCRA Boards in June to offer detail on the first year of the Digital Strategy. • That there was no evidence on which to base an increased budget for the Panel and AST expenses. • That the training budget had increased initially as per the increase to incorporate the AST training – this is now kept at a standstill budget with a £60k savings target. • That the focus for 2017/18 would be on core responsibilities and would align the workforce more towards supporting volunteers through the digital strategy. <p>2) Decision—</p> <ul style="list-style-type: none"> • The Board agreed to approve the budget. 		
10	Business Plan 2017/18		
	<p>1) Summary of discussion and/or issues raised—</p> <ul style="list-style-type: none"> • The Board signed off the business plan goals in September/October 2016. • The focus for 2017/18 is on the core responsibilities: recruit, train, support. • The Board welcomed the integration of corporate parenting plan to the business plan. • A number of activities in the plan reflect the investment of £1.5m by the Scottish Government for the Digital Strategy. • The joint corporate parenting website is now live and hosted and resourced by SCRA. The link to the website will be circulated once it is live. • Two new KPIs have been agreed which will be reported on a monthly and quarterly basis: <ul style="list-style-type: none"> - Recruitment of males 33% - Recruitment of under 25s <p>2) Decision—</p> <ul style="list-style-type: none"> • The Board agreed to note the report and delegate any amendments to the National Convener to make ahead of publication. 		
11	CHS Accounting Policies		
	<p>1) Summary of discussion and/or issues raised—</p> <ul style="list-style-type: none"> • The policies had been considered and endorsed by the Audit and Risk Management committee at its meeting on 28 February 2017 which 		

<p>recommended that the Board of CHS should approve them.</p> <ul style="list-style-type: none"> • The new rates for the Pensions scheme (including 2018/19) would be known at the end of the calendar year. <p>2) Decisions—</p> <p>The Board agreed to approve the CHS Accounting policies.</p>		
<p>The Chair thanked everyone for their contribution.</p> <p>The next Board meeting will be on 20 June, Edinburgh. The meeting closed at 14.44.</p>		