

SMT – 6 February 2018

Key discussions and decisions

Attendance

Boyd McAdam (BMcA), NC/ CEO
Susan Deery (SD), SCRA, Head of HR
Elliot Jackson (EJ), DCE
Christine Mullen, (CM) Operational Manager

Franck David (note taker)
Lynne Harrison, (LH) Business Manager
Ed Morrison (EM), SCRA, Head of Finance

1. Welcome & apologies

- Apologies: Lawrie McDonald (LMcD), Joint Head of IT.

2. Review of key points of the last meeting (15.01.2018)

SMT approved the key points of its January meeting, subject to minor changes, and agreed to publish them on the CHS website subject to identification of relevant exemptions under the Freedom of Information Act.

3. Matters arising

Digital – A Local Authority IT systems provider has approached CHS regarding the potential to explore whether their system may aid feedback loop data collection. The provider is undertaking a discovery exercise of their own systems to determine what relevant data they currently capture that would support the Feedback Loop.

4. Pay award options 2018/19

SG pay policy has altered since the last SMT and figures will be adjusted accordingly.

1. Shift Grading Structure upward: this option increases each grade by one increment at the top end. whilst removing the minimum thereby retaining the journey time from min to max. This would be repeated over a 3 year period.

2. Analoguing with another organisation: This option requires signing up to the pay policy of another organisation. SCRA and SG have been considered. Analoguing represents some loss of autonomy and adaptability in relation to pay, however represents potential for greater bargaining power in terms of pay award. The analoguing to SG represents a better deal for CHS.

In addition holidays, the addition of an additional 1 day holiday entitlement has been explored.

Decisions—

SMT—

- 1. agreed the need to better understand the conditions attached to analoguing before making a decision.**
- 2. to present a report to the Remuneration and Appointments committee (RAC) presenting the options as described above.**
- 3. agreed the importance to consider staff communication following RAC input.**

5. Finance update

- Paper presented previously considered at the January Board meeting.
- The Leidos support contract is in progress
- The potential CHS' contribution of 4k towards the development of an online wellbeing tool is being discussed with the Youth Justice Board.
- Board asked for the forecasting of budget to be re-profiled to better represent actual spend profile through the year.
- It was agreed that the effectiveness of devolved funding should be considered in 2018/19.

Decisions

SMT agreed to note the update.

6. Draft Budget 2018/19

- Given CHS' indicative 2018/19 GIA of £3.8m, £90k of net reductions are required in order to balance the budget prior to Board approval.

Decisions

SMT agreed—

- 1. that vacancy savings target should not be ruled out to help balance the 2018/19 budget.**
- 2. to continue the process of challenge and review to close the budget gap.**
- 3. to note the report**

7. Review of PVG Policy/Process for Panel Member/Volunteer Re-appointment

- The report recommends a change in CHS policy and process to remove the requirement for a Scheme Record Update for AST and Panel Members re-appointment.

- PVG is a live scheme and Disclosure Scotland will inform CHS automatically and on an ongoing basis if, as a result of charges/ convictions, an individual is under consideration for listing. In this situation, the NC/ CEO may decide to seek detailed conviction information via an updated Scheme Record.
- The requirement for PVG updates on re-appointment is identified within both CHS PVG Policy and the CHS Re-appointment Toolkits for both Panel and AST Members. Both the toolkit and the policy need to be updated.

Decision

SMT agreed to the recommendations and to take them to the Board for approval.

8. Internal Audit (IA) reports

- Core financial processes – SMT will consider the observation by IA to introduce a new supplier process to assist with the identification of efficiencies where possible.

Decision

SMT agreed to note the update.

9. Board strategy weekend

- The Board strategy workshop focussed on communications and influencing will be held on 9 and 10 February.
- Gavin Simpson, panel member, also the Communications Director at Scottish Power and has kindly offered his time to attend the Board strategy sessions. Gavin's expertise will contribute positively to the sessions.
- Expected outcomes are around core messages and designing an influencing plan to deploy those messages.

Decision

SMT agreed to note the update.

10. Volunteer Status – legal opinion

- SMT had a general discussion about recent legal opinion on volunteer status This is in the context of recent media attention regarding organisations using volunteers to carry out a specific roles in place of salaried staff. CHS has 3,000 dedicated volunteers some of whom also undertake the role of Group Leaders (volunteer panel members) who train new panel members

Decisions

SMT agreed—

1. to explore the group leader role
2. to take advice from CHS' solicitors on this matter.
3. Consider any advice given in context of the new training contract.

11. Wave plan – CHS contracts

- DRAFT Plan shared. It was agreed that it could be presented in contracts value order and to include SCRA Shared Services contract.

Decisions

SMT agreed that—

1. the Wave Plan should be completed by the end of 2018/19.
2. Significant procurements exercises should be integrated into annual Business Plans.

12. CHS Property

- An opportunity may be available to relocate CHS HQ to Haymarket through a collaborative arrangement with another organisation is being explored.
- CHS will collaborate with other organisations (Scottish Future Trust) to build a case for accommodation outwith the SG estate.

Decisions

SMT—

1. will continue to explore options for the new premises, including outside Edinburgh, that would provide money for value and improve the support to the panel community (ideally with the inclusion of a dedicated training centre).
2. will bring an update report to the March Board meeting.

13. Training contract

- [commercially sensitive]

Decision

SMT agreed to reflect on, and discuss with, the Board their contribution to the procurement exercise.

14. Media Buying and Planning – Non-competitive action (NCA)

- The NC/ CEO approved and signed the NCA recommending the award of a 12 month contract to Carat from 1 March 2018 for the purpose of providing media buying and planning services for the 2018 Children’s Panel Member recruitment campaign.

Decision

1. SMT agreed that FD will inform Carat that the NCA has been considered, approved and signed.

15. Cyber resilience

- SG launched the Public Sector Action Plan on Cyber Resilience for Scotland (PSAP) in November 2017. Lawrie McDonald is taking the lead for the governance aspects, both for SCRA and CHS with the support of Bruce Knight..
- A pre-assessment exercise will be conducted by SCRA on behalf of CHS to identify whether Cyber Essentials or Cyber Essentials plus certification should be considered by CHS.

Decision—

1. SMT agreed that the risk on cyber resilience on the strategic risk register should be updated to reflect the ongoing work on, and challenges of, cyber resilience.

16. Review of Fraud policy

- The policy has been reviewed and amended to include Fraud and “Corruption” Prevention.

Decision

1. SMT approved the amendments to the policy which will then go to the Audit and Risk Management Committee meeting in February for scrutiny.

17. Review of strategic and operational risk registers

Decision

- 1. SMT reviewed the risk registers and agreed to add a risk on the procurement exercise for the new training contact for volunteers**

18. AOB

- Due to the importance of the digital programme, SMT asked that a standard item on Digital Impact be added to the SMT agenda.

19. Next meeting: Tuesday 6 March 2018.