

Minutes of the Board meeting of 20th March 2018

The meeting started at 14.30.

Present:

Garry Coutts (Chair)
John Anderson
Henry Robson

Marian Martin, (Deputy Chair)
Beth-Anne Logan

Also present:

Boyd McAdam, National Convener/Chief Executive (NC/CEO), CHS
Elliot Jackson, Depute Chief Executive (DCE), CHS
Susan Deery, Head of Human Resources, SCRA/ CHS
Ed Morrison, Head of Finance, SCRA/CHS
Lynne Harrison, Business Manager, CHS
Christine Mullen, Operational Manager, CHS
Tom McNamara, Youth Justice & Children’s Hearings, Scottish Government
Sara Crawford, Quality and Performance Lead, CHS (Items 11 and 12)
Sinead Lammie, HR/OD, CHS (Items 17 and 18)

The Chair welcomed everyone to the meeting.

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 30th January 2018 		
3 Matters arising		
<ul style="list-style-type: none"> It was noted that the SCRA research on Appeals had not been presented at ARMC. SCRA have reported that it would be more valuable to wait until 2017/18 data collection has been completed to allow year on year comparisons to be made. The data for 2017/18 will also include more detail regarding the nature of appeals. It was noted this was a critical area for CHS to understand. A report will be submitted to ARMC in June 2018. 		

4	Action log		
	<ul style="list-style-type: none"> The CHS Audit and Risk Management Committee will consider a report on research by SCRA on the numbers and reasons for appeal this matter at its June meeting. 	EJ	June 2018
5	Chair update		
	<p>1. Summary of discussion and/or issues raised—</p> <p>5.1 In February, the Board and SMT held an away day focused against communications and influence. It was agreed this had been worthwhile and has positively informed the communications strategy for 2018 – 20.</p> <p>5.2 In February, The Board participated in a risk workshop, hosted by BDO. It was agreed this was very useful in particular the concept of risk targets as a tool.</p> <p>5.3 The Board participated in Diversity and Inclusion training hosted by ENEI. It was agreed it had been an insightful and valuable session.</p> <p>5.4 Jacqui Dunbar, Development Worker for Our Hearings Our Voice, Young Persons Board presented an update on the project which had been useful.</p> <p>5.5 The Chair reported that Lewis Ritchie had resigned from his position on the Board. The Chair was working with SG on a business case for recruitment however there is a backlog in the Public Appointments process and this may not be filled until end 2018. It was noted that a co-opting may be possible. It was agreed that the Chair would give this further thought. The Chair asked for support from Board members in ensuring they were available for meetings and highlighting at the earliest convenience if attendance at meetings may be problematic.</p> <p>2. Decision—</p> <p>The Board agreed to note the update.</p>		
6	Chief Executive update		
	<p>1. Summary of discussion and/or issues raised—</p> <p>The National Convener/ CEO (NC/CEO) introduced the paper. Key elements were:</p> <ul style="list-style-type: none"> GDPR: Implementation progress remains challenging due to the impact of business as usual and a change within the IG team. The new IGA was now in post and implementation is broadly on track. Partnership Agreements: LA agreement to the partnership agreements has not yet been secured. The NC and DCE had attended a SOLACE meeting in 		

<p>February which had been challenging with LA Chief Executives raising concerns about the detailed nature of the agreements. The process is being sponsored by Glasgow City Council and the NC/DCE will meet with the CE in the near future to determine a way forward. The Data Processing contract which is currently part of the agreement will be de-coupled to enable agreement prior to the GDPR implementation deadline.</p> <ul style="list-style-type: none"> • Ministerial Visit: Maree Todd (MSP), Minister for Early Years and Childcare visited LWH on 13th March. She met with the National Team, SMT and some Area Conveners. This was the start of a series of quarterly meetings. The key message was around the valued role and contribution of our volunteer community. It was noted that the Minister had agreed to support CHS during volunteers week. Details of which will be issued in due course. • The recent launch of the ‘Kilbrandon Again’ enquiry was discussed. It was confirmed that neither CHS nor SG had been part of the consultation process for this. The nature of the Kilbrandon Lecture series was discussed. It was noted that may be useful for agencies involved in the Children’s Hearings System to have a greater input to the development of the events. • It was reported that there have been two submissions to the Public Petitions Committee looking at the practice of removals and seeking an independent QC level review of such practice. • It was reported that the recent legal challenges around sibling contact arrangements would be taking place this week. The National Convener would bring back to the Board any issues for consideration following the outcome of this case. <p>2. Decisions—</p> <p>The Board agreed—</p> <ul style="list-style-type: none"> • To receive a GDPR implementation update at the May meeting. • To note the National Convener/Chief Executive update. 	<p>LH</p>	<p>May 2018</p>
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7	Finance update		
<p>1. Summary of discussion and/or issues raised—</p> <ul style="list-style-type: none"> • The resource grant in aid allocation for CHS for 2017/18 is £3.7m. • There is a predicted underspend of £52k, which would be carried forward into 2018/19. • The training contract and ICT expenditure is forecast to be on track by year end. <p>2. Decision—</p> <p>The Board agreed to note the report.</p>			
8	Accounting Policies		
<p>1. Summary of discussion and/or issues raised—</p> <p>8.1 CHS Accounting Policy It was noted there was very little change required as a significant review had been undertaken in 2016/17. The policy changes have been reviewed and endorsed by ARMC.</p> <p>8.2 CHS Financial Regulations It was noted there was very little change required as a significant review had been undertaken in 2016/17. The safeguards for BACS payments were confirmed as being an online secure log in and PIN system.</p> <p>2. Decisions—</p> <p>The Board agreed to—</p> <ul style="list-style-type: none"> • Approve the CHS Accounting Policy and the CHS Financial Regulations. • To agree a process with SG to enable the DCE to deputise as Accountable Officer if required. 			
9	Volunteer Expenses Policy		
<p>1. Summary of discussion and/or issues raised—</p> <ul style="list-style-type: none"> • A policy change to increase to the loss of earnings rate to match that of the Scottish Real Living wage and a restructuring of the subsistence rate was 			

	<p>proposed.</p> <ul style="list-style-type: none"> • The Board had previously considered and approved the changes to the policy in January and had subsequently sent it for approval from the Minister. • It was confirmed that the Minister had approved the proposals from CHS. <p>2. Decision—</p> <p>The Board agreed to implement the policy changes in light of Ministerial approval.</p>		
10	Scottish Government Framework Document		
	<p>1. Summary of discussion and/or issues raised—</p> <ul style="list-style-type: none"> • The SG Framework document has been reviewed and simplified to focus attention to CHS specific duties. • The commitment to delivering against SG National Outcomes remains however specific detail of the outcomes has been removed as they are currently under review and are due to change in September 2018. <p>2. Decisions—</p> <p>The Board agreed to—</p> <ul style="list-style-type: none"> • Approve the revised framework document. • Review the Framework document once revised Scottish Government National Outcomes have been published. 		
11	Forecast Performance report Q4		
	<p>1. Summary of discussion and/or issues raised—</p> <ul style="list-style-type: none"> • 85% of activities were completed (vs. 63% in 2016/17). • Activity with a red status: <ul style="list-style-type: none"> ○ Partnership Agreements – LA agreement to the partnership agreements has not yet been secured. The NC and DCE had attended a SOLACE meeting in February which had been challenging with LA Chief Executives raising concerns about the detailed nature of the agreements. The process is being sponsored by Glasgow City Council and the NC/DCE will meet with the CE in the near future to determine a way forward. • Activities with a yellow status: <ul style="list-style-type: none"> ○ Feedback Loop – the LASWS continue to report difficulty in meeting the current data specification. The CE intends to write to Las in March 		

	<p>to determine formally what data cannot be collected. CHS have invested in the Youth Justice Improvement Board wellbeing tool which will be developed during 2018.</p> <ul style="list-style-type: none"> ○ Support to panel members – Challenges around staff absence are impacting our ability to offer a complete package of support. The broader National Team staff are continuing to engage widely with ASTs on a range of support issues. SMT will undertake to provide first contact support to designated AST areas. ○ Young Person’s Board – A Development Worker is now in post and will be working to recruit and support the Board during 2018. <p>The role of Digital Champions was discussed and whether these could be ‘Ambassadors’ to be consistent with language used across other parts of the organisations work.</p> <p>2. Decisions—</p> <p>The Board agreed to—</p> <ul style="list-style-type: none"> ● Congratulate CHS staff for delivering a positive set of results over the year. ● Note the update. 		
12	Corporate and Budget Planning		
	<p>1. Summary of discussion and/or issues raised—</p> <p><u>12.1 Corporate Plan 2018/21</u> It was agreed to amend the resources diagram, statement about corporate parenting and to include reference to CHS’ responsibilities to the CPIP. Any further textual amendments should be e mail to LH by Monday 26th March 2018.</p> <p><u>12.2 Business and Corporate Parenting Plan</u> It was agreed that fewer high quality (less process driven) KPIs would be preferable. It was noted that car and hearings experience young people may be a better description of who we should be engaging with.</p> <p>A DRAFT design concept for both documents was shared.</p> <p><u>12.3 DRAFT Budget 2018/19</u> A DRAFT budget of £3,864,000 was presented. This would be met through Grant in Aid of £3.800.000 and £64,000 through 2017/18 underspend and/or re-balancing of budgets through 2018/19. A 5-year budget forecast was presented in response to an SG initiative to provide a longer term financial profile. It was noted the figures were indicative.</p>		

	<p>2. Decisions—</p> <p>The Board agreed to—</p> <ul style="list-style-type: none"> • To approve the Corporate plan and Business and Corporate Parenting Plan, subject to amendments above. • Noted the design concept and welcomed the approach to make the plans more accessible. • A covering letter would be provided to SG highlighting the projects CHS would like to have progressed had budget resources enabled this. • The Board approved the 2018/19 Budget. 		
13	Communications and Engagement Strategy		
	<p>1. Summary of discussion and/or issues raised—</p> <p>It was noted that the plan may prove challenging to deliver due to availability of resources, however the 2018/19 budget allowed for a 6 month post to support recruitment activity which would assist.</p> <p>The Board thanked Louise Farmer, Communications and Engagement Lead for producing a strategy that supports and underpins the organisations ambitions and key messages.</p> <p>2. Decisions—</p> <p>The Board agreed to—</p> <ul style="list-style-type: none"> • To approve the Communications and Engagement Strategy. • To receive an update on the implementation of the strategy in 6 months time. 	LH	Sept 2018

14	PPA Interim Report		
<p>1. Summary of discussion and/or issues raised—</p> <p>It was reported that the PPA workshops had been well received and had worked to re-engage this group of volunteers. Emerging priorities were identified as training; quality assurance of PPAs and the formation of a PPA network to share ideas and best practice. It was noted there was a need to build an increased level of mutual respect between PPAs and Panel Members. It was agreed that observations were critically important as this enabled learning, development and improved practice.</p> <p>2. Decision—</p> <p>The Board agreed to note the report.</p>			
15	PVG Policy		
<p>1. Summary of discussion and/or issues raised—</p> <p>It was reported that as a ‘live’ scheme, there was no statutory requirement to undertake PVG Scheme Record updates for volunteer-reappointment or periodically for staff. As an ‘interested party’ CHS would automatically be notified by Disclosure Scotland of a change to a member’s PVG status. CHS would then be able to determine how this may impact the individual’s eligibility to remain a volunteer or member of CHS staff. As a transition measure, volunteers due for re-appointments and staff members can be cross checked against the Disclosure Scotland record to ensure CHS are listed as an interest party.</p> <p>2. Decisions—</p> <p>The Board agreed to—</p> <ul style="list-style-type: none"> • Approve the amendment to remove the requirement to undertake Scheme Record Updates for CHS Staff and Volunteers within the: <ul style="list-style-type: none"> ○ CHS PVG Policy ○ CHS Panel Member Re-appointment Toolkit ○ CHS AST Member re-appointment Toolkit. 			

LH/CM

April 2018

16	CHS Property Update	
<p>1. Summary of discussion and/or issues raised—</p> <p>CHS lease at LWH is due to end in March 2019. This provides an opportunity to consider the National HQ requirements which include the opportunity for flexible training spaces and a central location to enable easy access for volunteers. Four options were presented for Board consideration: A: Agree an extension of the MOTO for existing premises B: Relocate to an alternative and suitable SG property C: Source suitable alternative accommodation in collaboration with another public sector organisation D: Source suitable alternative accommodation from the private sector. It was noted that if LWH remained an option this should be considered. It was agreed that volunteer accessibility was a priority and that a centrally located option would better enable this.</p> <p>2. Decisions—</p> <p>The Board agreed to—</p> <ul style="list-style-type: none"> • Approve the recommendations to pursue a twin track approach by continuing to engage our existing landlord, whilst pursuing partnership options with other NDPBs. • Note that further reports on progress will be presented to the Board as more detail emerges. 		
17	Equalities Report	
<p>1. Summary of discussion and/or issues raised—</p> <p>As a listed authority under the Equalities Act 2010 (Specific Duties)(Scotland) Amendment Regulations 2015, CHS is required to publish and Equality Mainstreaming Report every 2 years. A DRAFT report was shared for consideration. This is CHS’ second report. It was noted that with a small workforce it was difficult to gather meaningful data however it was felt that the report reflected accurately the CHS workforce. The Board thanks the HR/OD for producing the report.</p> <p>2. Decision—</p> <p>The Board agreed to approve the report for publication.</p>		

18	Gender Pay Gap Report and Equal Pay Statement	
	<p>1. Summary of discussion and/or issues raised—</p> <p>As a listed authority under the Equalities Act 2010 (Specific Duties) (Scotland) Amendment Regulations 2015, from April 2016 CHS is required to publish our Gender Pay Gap and Equal Pay Statement.</p> <p>A DRAFT report was shared for consideration.</p> <p>It was noted that with a small workforce it was difficult to gather meaningful data however it was felt that the report reflected accurately the gender diversity of the CHS workforce.</p> <p>The Board thanks the HR/OD for producing the report.</p> <p>2. Decision—</p> <p>The Board agreed to approve the report for publication.</p>	
18	Review of Policies	
	<p>1. Summary of discussion and/or issues raised—</p> <p>18.1 Whistleblowing Policy 18.2 Fraud and Corruption prevention Policy</p> <p>2. Decision—</p> <p>The Board agreed to approve the Whistleblowing and Fraud and Corruption Prevention policies.</p>	
<p>The Chair thanked everyone for their contribution.</p> <p>There is a Board Strategy day on 15th May 2018. The next Board meeting will be on 19th June 2018, Edinburgh. The meeting closed at 16.00.</p>		