

## Minutes of the Board meeting of 19 June 2018

The meeting started at 12.50.

**Present:**

Garry Coutts (Chair)  
John Anderson

Marian Martin, Deputy Chair (Chair)  
Henry Robson

**Also present:**

Boyd McAdam, National Convener/Chief Executive (NC/CEO), CHS  
Elliot Jackson, Depute Chief Executive (DCE), CHS  
Franck David, Governance Lead (minute taker), CHS  
Ed Morrison, Head of Finance and Resources, SCRA/ CHS  
Lynne Harrison, Business Manager, CHS  
Thekla Garland, Youth Justice & Children’s Hearings, Scottish Government

**Apologies:** Beth-Anne Logan, Board member

The Chair welcomed everyone to the meeting.

Items	Actions / owner	Time-scales
<b>1</b>	<b>Declaration of interests</b>	
	None.	N/A      N/A
<b>2</b>	<b>Minutes of previous meeting</b>	
	<ul style="list-style-type: none"> <li>The Board agreed to approve the minutes of its meeting on 20 March 2018.</li> </ul>	
<b>3</b>	<b>Matters arising</b>	
	<ul style="list-style-type: none"> <li>All covered in the agenda.</li> </ul>	N/A      N/A
<b>4</b>	<b>Action log</b>	
	<ul style="list-style-type: none"> <li>Action 1 - Report on the numbers and reasons for appeal: SCRA agreed to provide statistics however, these cannot be released publicly until the end of September. EJ and EM will discuss with SCRA whether the process can be accelerated.</li> <li>Action 7 - PVG policy: removal of the requirement to undertake PVG Scheme Record Update for CHS Staff and Volunteers. The policy has now been</li> </ul>	EJ/ EM      Sept. 18

	<p>reviewed and updated. CHS will continue to do PVGs for staff for security purposes as Baseline Personnel Security Standard security checks require an updated disclosure.</p> <ul style="list-style-type: none"> <li>Action 8 - CHS property update. SMT will explore what options are available to CHS prior to the expiry of the lease in March 2019.</li> </ul>		
<b>5</b>	<b>Chair update</b>		
	<p><b>1. Summary of discussion and/or issues raised—</b></p> <ul style="list-style-type: none"> <li>Since the last meeting, the Chair, Board members and the Senior Management Team met with the Minister for Children and Young people and to discuss amongst other things CHS' ambition to improve the Hearings System in the context of tight financial resources.</li> </ul>		
<b>6</b>	<b>Chief Executive update</b>		
	<p><b>1. Summary of discussion and/or issues raised—</b></p> <p>The National Convener/ CEO (NC/CEO) introduced the paper. Key elements were:</p> <ul style="list-style-type: none"> <li>The Scottish Government launched the new national Performance Framework on 11 June. This sets out what all public bodies expected to try and achieve. The children's hearings system contributes to a number of the National Outcomes and in particular the one which states that "we grow up loved, safe and respected so that we realise our full potential." The Framework sets out a series of values which are close to the ones CHS has.</li> <li>Feedback Loop - on 11 June The NC/ CEO attended the launch of the refreshed National Performance Framework which provided an opportunity to reflect on the role of CHS as the organisation responsible for the reporting of child wellbeing data. The NC/ CEO reflected on the fact that lengthy discussions have taken place over the years on how to measure the outcomes set out nationally for children and young people and that, although CHS has been driven by legislative requirements to report on these measures, as a society, Scotland is not yet geared up to providing all those measures.</li> <li>Support Agreements – CHS continues to engage with SOLACE on how to progress this with Local Authority Chief Executives. In the meantime, local arrangements are progressing under the previous partnership and there are no fundamental issues to report.</li> </ul> <p><b>2. Decision—</b></p> <p><b>The Board agreed to note the Chief Executive update.</b></p>		

7	<b>Finance report - 2017/18 outturn</b>	
<p><b>1) Summary of discussion and/or issues raised—</b></p> <p><u>2017/18 outturn</u></p> <ul style="list-style-type: none"> <li>• In addition to core grant in aid of £3,700k a total transfer of £353k from SCRA (£227k capital, £126k revenue) was agreed with the Scottish Government to fund a number of digital investments.</li> <li>• There is a forecast underspend of £115k, £51k higher than allowed for in the 2018/19 budget mainly due to an underspend on panel and AST expenses in specific areas.</li> <li>• The digital spend is on budget.</li> <li>• The outturn is largely in line with the forecast reported to the Board in March 2018 other than for volunteer expenses.</li> </ul> <p><u>Annual Accounts 2017/18</u></p> <ul style="list-style-type: none"> <li>• The CHS audit started on 18 June. There will be a closing meeting on 22 June to discuss any issues.</li> <li>• Spend has been reprofiled across the 12 months of the year and allocated against nominated budget leads i.e. the Operations Manager, the Business Manager and the Depute Chief Executive.</li> <li>• CHS has £250k capital grant in aid. The DCE is leading on this spend. It has been profiled evenly across the 3 months September to November 2018.</li> <li>• £2m capital and £500k revenue grant has been aligned to SCRA in respect of Year 2 of the joint Digital Programme in 2018/19.</li> <li>• To help address the underspend CHS has a number of planned projects and activities i.e. recruitment of Laura Conachan (Area Convener for Aberdeen City) to join CHS in a project role to work on a support model for Area Conveners and a Code of Conduct.</li> </ul> <p><b>2) Decisions—</b></p> <p><b>The Board agreed—</b></p> <ul style="list-style-type: none"> <li>• <b>that CHS continues regular discussions with clerks re. panel and AST expenses to monitor any underspend.</b></li> <li>• <b>to note the report.</b></li> </ul>		
8	<b>Annual Reporting Plan and timescales 2017/ 18</b>	
<p><b>1) Summary of discussion and/or issues raised—</b></p> <ul style="list-style-type: none"> <li>• The CHS Annual Report and Accounts will be reviewed by the Audit and Risk</li> </ul>		

	<p>Management Committee in August and approved by the full Board in September. This publication provides a reflective account of the organisations financial position.</p> <ul style="list-style-type: none"> <li>SMT proposed to provide an improved, more engaging and accessible version of the CHS Annual Report in the form of an Impact Report. That report would outline CHS' achievements over 2017/18 and its performance against the Business Plan 2017/18. Importantly, it would focus on, and highlight, the volunteers' contribution to the wider Children's Hearings System and the excellent work they have achieved in the business year.</li> </ul> <p><b>2) Decisions—</b></p> <p><b>The Board agreed—</b></p> <ul style="list-style-type: none"> <li><b>That SMT should proceed with the design of the Impact Report</b></li> <li><b>note the timescales.</b></li> </ul>	SMT	Sept. 18
9	<b>CHS Performance report Q1 Forecast</b>		
	<p><b>1) Summary of discussion and/or issues raised—</b></p> <ul style="list-style-type: none"> <li>The organisation is on track for all KPIs.</li> <li>The draft equality outcomes for 2018-22 were near being finalised with the intention that these are approved for publishing by the Board in August. Where outcomes remained outstanding from the 2016-18 report, these will carry forward into the new report.</li> <li>In the first quarter two Freedom of Information Scotland Act (FOISA) requests and four Subject Access Requests (SAR) were replied to within timescales. 12 complaints were received all of which were dealt with within timescales. Five community concerns were also received.</li> </ul> <p><b>2) Decisions—</b></p> <p><b>The Board agreed—</b></p> <ul style="list-style-type: none"> <li><b>to reflect on, and review, the KPIs during a future strategy session in the context of the new national Performance Framework.</b></li> <li><b>to note the Performance report Q1 (forecast).</b></li> </ul>	Board/ SMT	2018/19
10	<b>Area Conveners Liaison Group (ACLG) Draft Programme (June 2018)</b>		
	<p><b>1) Summary of discussion and/or issues raised—</b></p> <ul style="list-style-type: none"> <li>The event will take place on 22 and 23 June.</li> <li>22 Area Conveners (ACs), two Board members as well as the Minister for</li> </ul>		

	<p>Child Care &amp; Early Years and Fiona Duncan (Chair of the Independent Care Review) will make contributions. The working theme is leading an legacy; leading is the role and contributions that ACs, the national team and the Board play in the Children’s Hearings System whilst the legacy will inspire the future hearings system landscape. Importantly a number of young people will also attend to provide their own views of the System.</p> <p><b>2) Decisions—</b></p> <p><b>The Board agreed to—</b></p> <ul style="list-style-type: none"> <li>• <b>Receive feedback following the event at a future meeting.</b></li> <li>• <b>note the update.</b></li> </ul>	SMT	Sept. 18
11	<b>Gender Representation on Public Boards (Scotland) Act 2018</b>		
	<p><b>1) Summary of discussion and/or issues raised—</b></p> <ul style="list-style-type: none"> <li>• The Board of CHS currently has one vacancy with another one coming up in June next year. The aim is to have one recruitment round in 2019 for the two posts and it is expected this will provide opportunities to receive a higher number of female applications than in past years.</li> <li>• The Board reiterated the importance of attending all Board meetings particularly when numbers are down. Similarly, the Chair reiterated that he was very keen for care experienced young people to manifest an interest in joining the CHS Board.</li> </ul> <p><b>2) Decisions—</b></p> <p><b>The Board agreed—</b></p> <ul style="list-style-type: none"> <li>• <b>That the Chair will report back at the next meeting on any discussions he may have had with the Scottish Government around meeting gender representation requirements on the Board.</b></li> <li>• <b>That the DCE will circulate to the Chair the Scottish Government guidance on co-opting members.</b></li> <li>• <b>to note the update.</b></li> </ul>	Chair  EJ	Sept.18  w/c 18 June
12	<b>Volunteer Week – review/reflections</b>		
	<p><b>1) Summary of discussion and/or issues raised—</b></p> <ul style="list-style-type: none"> <li>• Volunteers’ Week 2018 took place between 1 – 7 June.</li> <li>• CHS put together an ambitious campaign based on seven short films to celebrate volunteers, their work and dedication to improve the life of</li> </ul>		

	<p>vulnerable children. The films featured care experienced children, panel member, Area Conveners, the NC/ CEO and Beth-Anne Logan (CHS Board member). CHS was delighted that the films could be complimented by two one off volunteers' Week films: one from the First Minister which launched Volunteers' Week and the other from the Minister for Childcare and Early Years which closed the week.</p> <ul style="list-style-type: none"> <li>• During Volunteers' Week CHS took the opportunity to launch new Facebook and Instagram pages; around 100,000 people had the opportunity to view posts from CHS with over 2,500 people engaging with the content posted on social media. The First Minister's film (posted on Twitter) was viewed almost 6,800 times and had over 500 people engaging directly with it. The Minister for Childcare and Early Years' post also performed well with around 1,200 film views and 100 people engaging with the post.</li> <li>• To encourage people to find out more about volunteering with CHS or to register interest, all of our social accounts directed back to the Children's Panel Scotland website.</li> </ul> <p><b>2) Decision—</b></p> <ul style="list-style-type: none"> <li>• <b>The Board agreed to note the update.</b></li> </ul>		
<b>13</b>	<b>Panel Practice Advisor (PPA) Workshops and Survey 2018</b>		
	<p><b>1) Summary of discussion and/or issues raised—</b></p> <ul style="list-style-type: none"> <li>• The report updated the Board on the key findings obtained from both the PPA workshops that took place in March and April and the survey that gathered opinions of those unable to attend.</li> <li>• A number of themes emerged e.g. fit for purpose training, mandatory induction programme, better recognition of their role and contribution, creation of a National PPA Forum to share best practice, reviewing of processes, improved communication at a National and local AST level.</li> </ul> <p><b>2) Decision—</b></p> <ul style="list-style-type: none"> <li>• <b>The Board agreed to note the report.</b></li> </ul>		
The Chair thanked everyone for their contribution.			
The next Board meeting will be on 18 September 2018, Edinburgh. The meeting closed at 13.30.			