

Children's Hearings Scotland

Board meeting

Agenda Item 2

Date of Meeting	18 September 2013
Paper number	CHS 1314-142
Title	Minutes of the CHS Board meeting
Purpose	To approve the minutes
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Classification	Public
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CHS-1314-142

CHS BOARD MEETING MINUTES

**4th Meeting, 2013
Tuesday 18th June 2013**

Present:

Craig Spence, Chair	Andrew Thin, Board member
Alastair Hamilton, Deputy Chair	Brian Baverstock, Board member
Marian Martin, Board member	John Anderson, Board member
Linda Watt, Board member	

Also present:

Bernadette Monaghan, National Convener/CEO, CHS
 Alison Gough, Director of Panel and Area Support, CHS
 Fiona Greig, Director of Finance and Corporate Services, CHS
 Kit Wyeth, Care & Justice, The Scottish Government
 Shyamali Das-Bharadwa, Executive Assistant (minute taker), CHS

The meeting opened at 3:35 pm.

		Timescale	Action
1.	Declarations of Interest		
	There were no declarations of interest.		
2.	Minutes of Meeting held on 15 May 2013		
	The minutes were agreed as a correct record and approved subject to the following amendments: 1) Page 4, Item 5 Area Support Teams para 1: amend sentence to read 'Last weekend event on 17-18 May and in overall will have been attended by 393 members out of the 430 AST members.' 2) Page 5, Advice to Hearings para 2: amend Principal Report to read Principal Reporter.	Complete Complete	Ex. Asst. Ex. Asst.
3.	Matters Arising		
	1) Training: the procurement process has now been completed and the contract is to be awarded. 2) Resources: Interviews have taken place for the role of Practice and Policy Officer on 12 June and Panel and Area Support Team Officer on 14 June. Alyson Evans has been appointed as Practice		

	<p>and Policy Officer and will commence on 11 July 2013. She is currently on secondment to CHS as Advice to Hearings Officer.</p> <p>3) Core Policies: Printed handbooks containing core policies, National Standards and AST Roles and Responsibilities are being packed for mailing to each AST member. A copy of the Practice and Procedure Manual is also being sent to every room at the Hearings centres and Outreach centres.</p> <p>4) PVG Process: The number of members still to provide evidence of Disclosure Checks has been reduced to 12.</p> <p>5) Board meeting: Training on 'Essential Skills for Board members and Directors' was being organised. Board members discussed the same and were requested to send their availability on the provided dates to the Executive Assistant.</p>	Complete	Ex. Asst.
4.	Action Log		
	<p>The action log was reviewed and noted as follows:</p> <p>1) Items 053 and 056 were marked off as completed.</p> <p>2) Item 062 on the Feedback Loop: the National Convener confirmed that this item had now been pushed back and would be re-started in August 2013. Discussions on reporting mechanisms and raising awareness had taken place with the Care Inspectorate, ADSW, local authorities and Assistant Directors of Social Work. An interim report will be brought to the Board in March 2014.</p>	NC/CE	March 2014
5.	Chair & National Convener Engagement Updates		
	<p>The Chair gave a verbal update to the Board on events and meetings attended since the last meeting:</p> <ul style="list-style-type: none"> • Public Bodies Conference on 22 May – the National Convener of CHS and Principal Reporter of SCRA made a joint presentation at this event. This was an opportunity to showcase CHS and SCRA as partners successfully working jointly. A positive feedback from this event was received. • Orkney AST Development workshop on 16 May – a good job had been done by the Director of Panel and Area Support and the Panel and Area Support Team Officer at planning and coordinating 22 events, of which this was the final one • Fostering Network Reception at Holyrood on 6. Met with Councillor Malcolm Bell of Shetland Council. • Meeting with the National Convener of CHS and the Executive Support Officer of SCRA on 5 June to progress on the review of governance and other processes. • AST Development conferences in Dundee and Edinburgh • CPCG Valedictory event which was an excellent, reflective, 		

	<p>celebratory event. It was well organised by SG and enjoyed by many panel chairs past and present.</p> <p>The National Convener and Chief Executive gave a verbal update to the Board on events and meetings attended since the last meeting:</p> <ul style="list-style-type: none"> • CHS has participated in joint Roadshows with SCRA and SLAB which were attended by more than 700 solicitors out of which 500 have registered for the Duty Scheme. The CHS National Standards were taken in to account in the Code of Practice during the above process. • Holyrood Conference on the Implementation of the Act • An event organised by the Scottish Government with the Minister and Alan Baird, Chief Social Work Officer on Compulsory Supervision Orders. • The Glasgow AST Induction Weekend on 17-18 May. • Central and West Lothian Recognition event on 18 May at Falkirk • Anti-Stigma Campaign launched by Who Cares? Scotland • Looked After Childrens' Groups at Tayside • Conducted a joint workshop with the Principal Reporter at the Public Bodies Conference on 22 May • Fostering Network Reception at Holyrood on 6 June • East Renfrewshire Valedictory event • A presentation on panels and ASTs was given at the British Association for Adoption and Fostering event on 14 June. Malcolm Schaffer of SCRA presented on children and young people. • Education Committee event on 17 June – workshop on how to address panel members' decision making, young people should be listened to, fosterers' status as a relevant person and continuity of panels. 		
6.	CHS Budget 2013/14		
	<p>At the last Board meeting of 15 May, the Board had requested the budget for 2013/14 be revised and re-presented to ensure a balanced budget is approved in line with the grant-in-aid (GIA) of £3.3 m which was confirmed on 12 April 2013. No written approval was forthcoming from the Scottish Government to use carry forward of any underspend from 2012/13, the Senior Management team (SMT) undertook a review of spending against the business plan activities. There are a number of risks identified around Panel and AST expenses.</p> <p>Noted:</p> <p>1) The Records Manager and IT Manager posts will be phased out</p>		

<p>after September 2013.</p> <ol style="list-style-type: none"> 2) Training expenditure has been reduced. 3) Operating expenditure has been reduced by £18k. 4) Reduction of Shared Services expenses have been taken into account. 5) Printing and Stationery expenses have also been reduced. 6) Panel and Area Support expenses have been reduced by £36 k. 6) Expenses for Office 365 (CHS Portal) have been approved by the Scottish Government and the contract has been signed by the National Convener. 7) Support for hearings has been revised to reflect SG funding recognition events in 2013/14. <p>Issues arising during discussion:</p> <ol style="list-style-type: none"> 1) Property expenses were higher in 2012/13 than 2013/14 to reflect alterations in the previous year. 2) Due to the lack of any historical data for Panel and AST expenses, there is a big risk around the actual out-turn in 2013/14. A very small contingency has been built in to this budget item. This risk is recognised by the Scottish Government and has been discussed in detail. The Minister has approved and signed-off the expenses policy recommended by CHS and has asked to be kept informed on how this proceeds following 'Go-Live'. <p>Spend will not be on a straight-line, as hearings and events tend to happen more during school term. Management and Board need to keep a close check on expenditure within this demand-led budget line. It is vital that there are funds available to pay all expenses promptly.</p> <p>Q2 data, available in October will be first real, quantifiable check on how spend is progressing.</p> <ol style="list-style-type: none"> 3) Old laptops from SCRA are being reimaged and reallocated saving about £20 k. 4) The 2013/14 budget is quite tight having more activity than the available budget. As such, the operating budget should be analysed in advance for the 2014/15 budget as an opportunity to seek an appropriate level of GIA. The Scottish Government is happy to receive information on a realistic operating budget for 2014/15 in advance. 5) £40 k has been allocated for any independent legal advice that may be required. Costs of the Practice and Policy Officer have been covered under the staffing head. This has not been requested before but we are assured that this is a service that will be relatively well-used, from consultation. 	<p>Monthly basis</p>	<p>DoF&CS</p>
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	<p>Agreed:</p> <p>The Board agreed to approve the CHS Budget 2013/14 Noting that:</p> <ol style="list-style-type: none"> 1) there are limited contingencies and the budget is tight; 2) CHS will formally raise with the Scottish Government the risk within the demand-led budget; and 3) CHS Board will review and reconfirm the 2013/14 budget at each Board meeting. 		
	<p>The meeting closed at 4:35 pm.</p> <p>An extra Board meeting may be scheduled, if required, at the end of July or early August 2013 in Edinburgh, details of which are to be finalised.</p> <p>The Board will meet on Wednesday, 18 September.</p>		