

AGENDA

#	Item	Purpose	Paper	Action
1.	Apologies			
2.	AOB			
3.	Minute of Previous Meeting	Approval	To follow	PA
4.	Matters Arising			
5.	Audit and Risk Committee a) Agenda – May 2024 b) General status of papers c) Review of Risk Registers		Attached Attached Attached	
6.	CHS/SCRA senior teams programme – future focus	Discussion	Verbal	LB
Standing Items				
6.	Finance and Resource a) 2023/24 statutory accounts b) CHS shared services Memorandum of Understanding c) Annual Accounts Performance Report d) Capitalisation Threshold e) Going Concern Guidance	Comment Approval Noting Approval Noting	Attached Attached Attached Attached	
7.	Practice and Policy a) General Update b) Childrens (Care and Justice) (Scotland) Bill o Stage 3 conclusion o Implementation timetable o Investment strategy	Update	Verbal	AH
8.	Information Governance a) General Update b) March Breach Report	Update Noting	Verbal Attached	AH AH
9.	Digital Programme a) General Update b) Cyber Security c) Digital Assurance arrangements	Update Noting	Verbal Attached	DC DC
10.	Keeping the Promise a) Hearings for Children b) Joint Redesign Board	Update Update	Verbal Minute	AH NH
11.	New Risks			
12.	Forward Plan a) Children and Families National Leadership Group – May meeting cover			
13.	Date of Next Meeting 5 June 2024			

Present

Neil Hunter (NH)	PR/CE, Chair
Susan Deery (SD)	Head of HR
Douglas Cameron (DC)	Head of Digital
Paul Mulvanny (PM)	Senior Operational Manager (East & Central)
Ross Mackenzie (RMack)	Acting Head of Finance & Resources
Alistair Hogg (AH) ,	Head of Practice & Policy
Pamela Armstrong (PA)	Governance Officer, Minute (By TEAMS)

	Item	Timescale	Action
1.	Apologies Lisa Bennett, Helen Etchells		
2.	AOB None		
3.	Minute of Previous Meeting Approved		
4.	Matters Arising None		
5.	<p>Managers Event – Feedback SD provided the following feedback on the recent two-day Managers event, held at Stirling.</p> <p>Noted:</p> <ul style="list-style-type: none"> The programme for the event was intended to ensure that managers identified themselves as leaders across the organisation, had the opportunity to hear from our Sponsor Team on the Hearings for Children recommendations, introduction to SCRA's Corporate Plan and updates from key change activities across the organisation as well as skills development around mindful change, constructive conversation and leading with resilience. The feedback is very positive – each session of the programme scored between 93% and 100% in terms of participants finding the sessions helpful or very helpful. The individual comments are mostly positive, welcoming the opportunity to network and to workshop different topics. 		

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	<ul style="list-style-type: none"> Overall managers felt the benefit of coming together over two days, the programme met their needs, and they would like to see this be built upon going into the next sessions. <p>Issus arising during discussion:</p> <ul style="list-style-type: none"> It would be helpful to align future events with core organisational developments e.g. CCJB launch , large scale testing of TOM activity and other targeted sessions. The addition of having the graphic artist on Day 1 to capture the learning from the event added significant value to the day and will provide a visual discussion point in Localities and which can also be broken down into component graphics to be used in different ways. 		
6.	<p>Strategic and Operational Risks – EMT timetable and key actions NH introduced the paper.</p> <p>Noted:</p> <ul style="list-style-type: none"> A report is provided to EMT, the ARC and the Board on strategic and operational risks every six months. These timings mean that new year Business Plans can be reviewed, and any new risks linked to the major objectives in these plans. Then progress on objectives and risk mitigations are reviewed at the mid-point of the year. <p>Agreed:</p> <ul style="list-style-type: none"> To agree the range of duties and timetables placed upon EMT risk owners and lead and ensure compliance with these in support of the Acting Head of Finance and Resources 		
7.	<p>Public Services Reform (Scotland) Act 2010 The Public Services Reform (Scotland) Act 2010 (the Act) came into force on 1 October 2010. Sections 31 to 32 of Part 3 place duties on public bodies to provide and publish information on certain expenditure and exercise of functions.</p> <p>Agreed:</p> <ul style="list-style-type: none"> Scottish Children’s Reporter Administration information in compliance with the Public Services Reform (Scotland) Act 2010, to be 		

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	published on the SCRA website and reviewed annually, in November.		
8.	<p>Corporate Procurement Strategy RMack introduced the report, highlighting any changes to the strategy ahead of issue to Ministers and publication.</p> <p>Noted:</p> <ul style="list-style-type: none"> • SCRA’s Corporate Procurement Strategy, was first published in May 2020 and last revised in March 2023 to cover the period 2020-24. Under the Procurement Reform (Scotland) Act 2014, we are required to revise this Strategy annually before the start of each new financial year. • The updated Strategy is required to be published and a copy sent to the Scottish Ministers. • The Strategy will also be sent to all Delegated Purchasers, the Digital Programme Director and Head of Property and will be placed on the Procurement page of Connect and SCRA’s website so that they are accessible to SCRA staff at all levels of the organisation and also to external readers and suppliers. • The Procurement Officer has continued working with the Inclusion & Diversity Manager to further improve the wording of our diversity monitoring questions in our tender documents to ensure an inclusive approach to procurement. • The Procurement Officers will continue to work with the Head of Property to implement the actions required to assist SCRA to meet its net zero targets. <p>Agreed:</p> <ul style="list-style-type: none"> • To approve SCRA’s revised Corporate Procurement Strategy in line with the Procurement Reform (Scotland) Act 2014 (the Act) which further aligns SCRA with Scottish Public Sector best practice. 	Ross -	
9.	<p>Senior Staff Salary Publication RMack introduced the paper, advising that as part of its commitment to open and transparent government, Scottish Government promotes the disclosure of names and salary details of senior public sector staff.</p> <p>Agreed:</p>		

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	<ul style="list-style-type: none"> To approve the continuation of publishing names and salary details on its website, but now only for those staff earning over SCS grade 2 or who are members of EMT, and only in bands of £5,000, mirroring the disclosures in the statutory accounts. 		
STANDING ITEMS			
10.	Practice and Policy AH provided a verbal update, <ul style="list-style-type: none"> CCJB – An update from SG is expected next week. The main impact on us will be around comms and how we communicate the rights of the child. UNCRC – SCRA has completed a recent self-assessment and measured positively in terms of preparedness. 		
11.	Information Governance AH provided a verbal update, <ul style="list-style-type: none"> Breach Reporting - Further consideration being given to recording names, not for blame but for training and reporting purposes. Glasgow’s testing of the redaction tool will commence soon, an update will be provided at a future meeting. The Breached Report was noted. 		
12.	Digital Programme DC provided the following update, <ul style="list-style-type: none"> Folding Space - Technical design is complete. Ayrshire will test proof of concept followed by Grampian. Progress has been made on digital sharing capability with limited uptake through objective connect. The next offering will be via SharePoint. Guest Wi-Fi currently being rolled out across hearing centres. AV equipment has been procured. And further consideration will be given to the rollout activity. 		
13.	Keeping the Promise Hearings for Children <ul style="list-style-type: none"> Any change to functions will take time. Any proposals around adjustments will be subject to collaborative redesign. SCRA are not seeking any changes to statutory functions. 		

	Item	Timescale	Action
	Keeping The Promise Programme Board <ul style="list-style-type: none"> Update will be provided at the next meeting. 		
14.	New Risks None		
15.	Forward Plan The forward plan was reviewed.		
	Date of Next Meeting Wednesday 01 st May, Ayrshire Locality, Kilmarnock		

AUDIT & RISK COMMITTEE

Thursday 23rd May 2024

10.30 am – 1 pm

By MS Teams – details in meeting invite

AGENDA

Timing	Item	Description	Lead	Purpose
	1.	AOB		
	2.	Apologies		
	3.	Declarations of interest		
	4.	Minute of 28th February 2024 Action Log & Workplan	Chair	Approval
	5.	Matters Arising		
10:40	6.	Audit & Risk Committee Annual Report 2023-24	Chair	Approval
11:00	7.	Quality Assurance and Performance	Head of Strategy and OD	
	7.1	Appeals not opposed by Reporter		Approval
	7.2	Progress report		Approval
11:25	8.	External Audit		
	8.1	Annual Accounts 2023-24	Head of Finance and Resources	Approval
	8.2	Section 22 reports	Head of Finance and Resources	Noting
	8.3	Briefing Paper	Audit Scotland	Noting
12:00	9.	Internal Audit	BDO	
	9.1	Locality Quality Improvement		Approval
	9.2	Financial Planning		Approval
	9.3	Follow up		Approval
	9.4	Annual report 2023-24		Approval
12:35	10.	Strategic and Operational Risk Register	Head of Finance and Resources/ Governance Officer	Approval
12:50	Standing Items			
	11.	Topical/Regulatory/Governance Issues		
	12.	New Risks		
	13.	Dates of Next Meetings: 22 nd August 2024 21 st November 2024		