

# Children's Hearings Scotland Board

Minute of the Board meeting held on 20<sup>th</sup> September 2011 – 09.30  
at ABode Hotel, Glasgow

**Present:** Craig Spence, Chair  
Brian Baverstock, Board member  
Alastair Hamilton, Board member  
Andrew Thin, Board member  
Linda Watt, Board member

**In attendance:** Bernadette Monaghan, National Convener  
Fiona Robertson, Scottish Government  
Ravinder Carothers, Support Officer  
Debbie Bayne, Support Officer (minute taker)

018 1.1 **Welcome**

The Chair welcomed everyone, particularly Fiona Robertson and the members of the public who had come to observe the meeting.

019 1.2 **Apologies**

No apologies were noted

020 1.3 **Declarations of Interest**

No declarations of interest were made in relation to agenda items.

021 1.4 **Minute of previous meeting held on 15<sup>th</sup> July 2011**

The minute of the meeting held on 15<sup>th</sup> July 2011 was accepted as an accurate record. The minute will be posted on the CHS website.

022 1.5 **Matters arising**

**Recruitment**

The CE updated the meeting on progress in recruiting the first six permanent CHS staff. The process had been managed by Scottish Children's Reporter Administration (SCRA), the CHS human resources shared service provider, and this had worked well. There was significant interest in the posts and almost 400 applications were received. It is hoped that successful applicants will be in post in December. The next phase of recruitment will start early in 2012.

**Action:** Recruitment policy and paper outlining the current campaign to be circulated to the Board

Ravinder Carothers gave a verbal update on shared service agreements:

### **Headquarters**

The lease on Ladywell House has been agreed, and is awaiting signatures from CHS and National Records Scotland (NRS). The move to the new premises is planned for late October. Both NRS and the Care Inspectorate had been very helpful during the negotiations.

### **Finance**

Agreement in principal has been reached with SCRA to provide a shared service until end March 2013. This date was chosen to make the agreement as close to 12 months as possible without straddling two financial years whilst still giving the Director of Finance and Corporate Services as much flexibility as possible to make decisions once she or he is in post.

### **Payroll and Human Resources**

Memoranda of Understanding (MoU) with SCRA have been drafted to cover these two areas until 2015, and will be available for signing by the end of September.

### **Procurement**

The first draft of a MoU with NRS has been drawn up. Work is on track to enable CHS to carry out its largest piece of procurement – for Core National Training.

## **023 1.6 Action log**

The action log was presented and updated.

## **024 1.7 National Convener Update**

The NC gave an update on her work since the last Board meeting:

- The consultation on the establishment of Area Support Teams is ongoing. The closing date is 21<sup>st</sup> October. The document was discussed by the Convention of Scottish Local Authorities (CoSLA). A briefing note was also being presented to the Society of Local Authority Chief Executives (SOLACE).
- A framework for national standards is being worked on, and Children's Hearings Training Officers are working on a revised competency framework which will be used to underpin national standards.
- Regular meetings are being held with the CE/Principal Reporter of SCRA, and a MoU is being drawn up for joint research on decision making and appeals at children's hearings.
- Work with the sponsor team and the National Training Consortium on core national training is ongoing.

## **025 1.8 Chair update**

The Chair gave an update on his work since the last Board meeting. He had:

- Worked on the ongoing set-up of the organisation
- Liaised with Board members on their induction
- Continued to engage with panel and CPAC members
- Instigated an engagement event for Glasgow panel and CPAC members

The chair thanked all those present for their contributions and attention.

The meeting closed at 10.10

Approved 21<sup>st</sup> November 2011

Craig Spence, Chair

