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Senior Management Meeting

Tuesday 6 April 2021

By Zoom

Attendees

Niven Rennie

Alastair Muir

Will Linden

S38(1)(b)

S38(1)(b)

1. Welcome and Introduction

Niven welcomed everyone to the meeting and apologised for the need to delay the session due to annual leave. He felt it important that everyone was present.

2. Apologies

There were no apologies.

3. Minutes and Action Log

The minutes of the meeting of 22 February 2021 were accepted as a true record.

4. Risk Register

No new risks were identified at this time. The grant letter being issued from the government would allow this risk to be suspended until the business planning cycle restarts later in the year.

5. Financial Update

S38(1)(b) reported that the final projections and accruals for the financial year 20/21 had been made. A clear picture of the final balance would not be available for some time but at the very most there would be an underspend of about £14k and this will doubtlessly be significantly reduced. Our business case for 21/22 had been approved and had an additional 2% added, which in the current financial climate is extremely encouraging.

6. Overview of Current Projects

6.1 BHI

Alastair provided an update on recent discussions at the BHI board where new additions have been made including a finance board member and a marketing board member. A decision was taken to return to the dental hospital in the next few weeks

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but with merely the chef, S38(1)(b), and the one trainee, S38(1)(b). S38(1)(b) has secured new funding from SCVO for trainees moving forward. The potential for loss by reopening the café at the dental hospital was discussed and the need to ensure money allocated to ECHO was not lost at the dental hospital. S38(1)(b) agreed to make an accurate projection of funding for the aid of the board. She also updated that the payment of salaries will be moving from Turning Point Scotland to our current accountants in the short term.

6.2 One Community

Alastair advised that the bank accounts for OCS are now open and that they are working with 'Catch the Light' to develop websites, emails and an online presence. A funding application for additional staff is being prepared.

6.3 ECHO Project

Will reported that the Community Navigators are currently being employed and going through the employment checks having accepted the job offers. North Glasgow Social Work remain keen to become involved in ECHO and this will be led by S38(1)(b) who will meet their point of contact S38(1)(b) now that she has S38(1)(b).

6.4 Online Engagement

S38(1)(b) provided an update on progression of the 'online navigator' project which will target specific areas of North Glasgow and Dundee in the first instance. The procurement process had identified 'the Union' advertising agency as the delivery partner and measurement of success will come from low level engagement – clicks, links to support sites, feedback and engagement with partner agencies. S38(1)(b) will also commence an evaluation. The scheme will be launched with care being taken not to clash with anything Police Scotland or the Scottish Government have pending.

7. Hub Development

The levels of support available in each hub was discussed with Edinburgh identified as having a number of commitments across a wide geographic area and yet only S38(1)(b) delivering on these. There were a number of potential solutions and Niven proposed that he and Alastair meet with S38(1)(b) to discuss these with a potential to approach the Divisional Commander or Area ACC as required.

8. Staffing

8.1 Charitable Contracts

S38(1)(b) confirmed that S38(1)(b) S38(1)(b) S38(1)(b) moved to BHI and will meet Alastair shortly to sign it off. S38(1)(b) job description is being discussed this week before S38(1)(b) is finalised by OCS and signed off.

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8.2 Communications Manager (job Share)

Will highlighted a number of changes in process that has caused delays but that the matter now rests with PSOS recruitment at Jackton and should move on this week.

9. Planning

9.1 Strategic Plan

S38(1)(b) stated that she should have the plan ready for circulation by the end of the week for the final round of observation comment. Niven said that he wished to have it with the staff as soon as possible in advance of the project update meeting next week – his desire was for each project lead to report on their work in respect of each of the strategic goals. S38(1)(b) also suggested that each project lead should have an annual plan of activity under the various strategic goals. This in turn will inform the quarterly report to government and set the agenda for the VRU governance group.

9.2 Business Plan

Will advised that he had submitted the amended plan and awaited further government observations.

9.3 PSOS Strategic Planning

Will reported on continued work in respect of the PSOS Violence Strategy and a meeting he had recently with Supt Tim Ross. Research continues and a further meeting is planned in the next week or so.

10. AOCB

10.1 Document Retention

Niven highlighted a recent PSOS reminder regarding document retention and the need to ensure that we shred and destroy relevant data appropriately. S38(1)(b) said that our procedures were in line with PSOS requirements although staff may need a reminder about retention of email etc.

11. Date of Next Meeting

The next meeting will take place at 1030rs on Monday 26th April 2021.

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