

**Scottish Children's Reporter Administration
Minutes of SCRA Board Meeting held on
Thursday 11th June 2009 at Enterprise House, Stirling**

Present: Douglas Bulloch (Chair)
Anne McNeill (Deputy Chair)
Pamela Bowman
Malcolm Dickson
Andrew Miller
Joe Morrow
Margaret Wells
Netta Maciver (Principal Reporter/Chief Executive)

In Attendance: Eddie McConnell, Director of Corporate Development
Maggie McManus, Director of HR
Ed Morrison, Director of Finance
Tom Philliben, Director of Reporter Operations
Janis McDougall (Minutes)

		Timescale	Action
1.	<p>Update</p> <p>Netta Maciver</p> <ul style="list-style-type: none"> • SCRA has accepted an invitation to participate as a member of new Multi-agency Resource Service (MARS) based at Stirling University. <p>Margaret Wells</p> <ul style="list-style-type: none"> • recently attended the launch of Valuing Young People: Principles and Connections to support Young People achieve their Potential • has been appointed the Independent Chair of Angus Adult Protection Committee <p>Andrew Miller</p> <ul style="list-style-type: none"> • recently had an opportunity to meet with the new Authority Reporter in West Lothian in relation to a local operational issue; the staff are looking forward to the move to the new premises at West Lothian Civic Centre <p>Maggie McManus</p> <ul style="list-style-type: none"> • attended the recent ADSW Conference <p>Eddie McConnell</p> <ul style="list-style-type: none"> • three out of the four Joint Data Workshops involving SCRA and ADSW have now been held – the focus for the workshops is to discuss use of data in terms of performance and outcome planning 		

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	<p>Anne McNeill</p> <ul style="list-style-type: none"> advised that the Public Sector Pay Policy Seminar scheduled for 29/6/09 had been cancelled <p>Douglas Bulloch</p> <ul style="list-style-type: none"> attended the recent ADSW Conference Due to attend the NDPB Annual Conference for Chairs and Chief Executives on 16/6/09 		
2.	<p>Minutes of Meeting held on 19th March 2009</p> <p>The minutes were agreed as a correct record.</p> <p>Matters Arising</p> <p>SCRA Business Plan 2009/10 Noted: SCRA's Business Plan has now been approved by the Minister.</p> <p>Capital Budget 2009/10 Noted: The Board had delegated authority to the Principal Reporter and Chair to approve the outline business cases for property projects in Perth and Fife.</p>		
3.	<p>Minutes of Audit Committee of 19th May 2009</p> <p>Joe Morrow, Chair of Audit Committee introduced this item and referenced:</p> <ul style="list-style-type: none"> A proposal will be prepared for the Audit Committee on the most appropriate process for inspection reports to be routed to the Board Non-Disclosure (Double-checking) Report – the Audit Committee had asked for the Board to be immediately alerted to this issue and that a full report be presented to the June meeting to provide an assurance on full compliance. Pensions Update – the Audit Committee recommendation for the inherited pension fund deficit to be addressed as part of the move to the new arrangements. <p>Agreed: (1) The Audit Committee Minute of 19th May 2009. (2) To remit to the Audit Committee to progress the issue of the inherited pension fund deficit as part of the transition arrangements.</p>	<p>Sept 09</p> <p>Dec 09</p>	<p>NM/TP</p> <p>EM/MMcM</p>

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4.	<p>Information Management Strategy: A Strategic Framework for SCRA</p> <p>The Director of Corporate Development spoke to the report which outlined the overarching strategy for information management in SCRA.</p> <p>Noted: Implementation of the framework will be taken forward through SCRA's Modernisation Programme with a recommendation to review implementation annually.</p> <p>Agreed: (1) SCRA's Strategic Framework for Information Management. (2) The link into the People strategy to be translated into the action plan.</p>	Immediate	EMcC/MMcM
5.	<p>Relationship between the Scottish Government and Public Bodies</p> <p>The Chair introduced the report which mapped SCRA's activity against the principles set out in the recent correspondence from the Cabinet Secretary for Finance and Sustainable Growth setting out the terms of engagement between Scottish Government and Public Bodies.</p> <p>Noted</p>		
6.	<p>Non-Disclosure (Double-checking) Process</p> <p>The Director of Reporter Operations spoke to the report which had been requested by the Audit Committee at their meeting held on 19th May 2009.</p> <p>Noted: (1) Board concern that earlier assurances provided by senior management were not evidence-based. (2) The assurance now given that action is underway to ensure full compliance with non-disclosure guidance. (3) Director of Reporter Operations to consider whether the issue raised by the Glasgow West Team – amendment to the Alert Form to include an additional section on Court Proceedings - requires to be implemented nationally with immediate effect.</p>	June 09	TP

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7.	<p>Developing the Children's Hearings System</p> <p>Noted:</p> <p>(1) The Principal Reporter/Chief Executive had attended the recent meeting of the Strategic Project Board at which the Minister confirmed his expectation of openness, sharing of issues and a general wish to engage all.</p> <p>(2) SCRA's internal work is progressing via the Transition Programme.</p>		
8.	<p>Health and Safety Update</p> <p>Noted:</p> <p>(1) There has been one reportable incident (at HQ) – all necessary adjustments have been implemented.</p> <p>(2) Programme underway via Conflict Management training to deal with zero tolerance in terms of violence.</p> <p>(3) Contingency Planning (Flu Pandemic) – a working group has been established and contingency arrangements, practices and protocols being refined.</p> <p>(4) Position in relation to the Principal Reporter's authority to suspend regulations in the wake of a flu pandemic, significantly disrupting the service, to be clarified.</p>	June 09	NM
9.	Date of next meeting: 24th September 2009		