

Scottish Children's Reporter Administration

Minutes of SCRA Board Meeting held on Thursday 17 June 2010 at Enterprise House, Stirling

Present: Carole Wilkinson (Chair)
Malcolm Dickson (Deputy Chair)
Andrew Miller
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
Malcolm Schaffer, Head of Practice and Policy
Shirley Laing, Deputy Director, Scottish Government
Janis McDougall (Minutes)

Prior to the commencement of the formal business there was a discussion on the provision of laptops for Board Members and a presentation on the Modernisation Project delivering a new Case Management System.

Laptops for Board Members

This item was discussed at the previous Board meeting as part of the presentation on Connect. At that meeting it was agreed to proceed with providing members with laptops. Further discussion was requested by a Board member in particular in relation to security and potential for some members to have to manage several laptops.

The IS Manager (Luc MacIntyre-Beon) outlined requirements and necessary security arrangements to facilitate access to the ScotsConnect network for Board members. Security requirements are very tight and officers were not sure there were ways around these requirements but agreed to clarify. In the meantime the suggestion that two or three Board members pilot use of the laptops was accepted and three members were identified.

Noted:

- (1) Officers undertook to consider questions raised around security and other systems.
- (2) Two/three Board members will pilot use of the laptops and in the meantime other options will be explored – e.g. use of local offices to connect to the network.

Presentation on Case Management System

The Director of Corporate Development introduced this item and then handed over to the Lead Reporter on the Project (Iain Gault) to give a presentation on the Case Management System. The presentation included detail on the history, governance, project lifespan and approach.

Noted:

A detailed Business Case will be presented to the July Board meeting for approval and will be accompanied by a Board report recommending arrangements for Board involvement.

		Timescale	Action
1.	Apologies There were no apologies.		

		Timescale	Action
2.	<p>Declarations of Interest</p> <p>Noted: Andrew Miller, Board Member declared an interest in Item 8 – West Lothian Civic Centre Lease.</p>		
3.	<p>Update</p> <p>Netta Maciver</p> <ul style="list-style-type: none"> • Recent activity included: <ul style="list-style-type: none"> - Attendance at the Association of Directors of Social Work Annual Conference - Visits to SCRA offices in Dumfries and West Lothian - Attendance at the Stage 1 Debate of the Children’s Hearings (Scotland) Bill • Scheduled to meet with the Association of Directors of Social Work Executive Committee today to discuss non-disclosure • Joined the Looked After Children Strategic Implementation Group (LACSIG) – SCRA will take the lead on work in relation to making better use of management information across the child care network. <p>Malcolm Dickson</p> <ul style="list-style-type: none"> • Due to meet with newly appointed Internal Auditors – Scott Moncrieff <p>Maggie McManus</p> <ul style="list-style-type: none"> • Visited the new Kilmarnock office where teams are now co-located <p>Andrew Miller</p> <ul style="list-style-type: none"> • Met with the new Chair • Visited the West Lothian office – feedback was extremely positive in relation to the new accommodation • Arranging for the Chair to meet with COSLA <p>Malcolm Schaffer</p> <ul style="list-style-type: none"> • Attendance at Children’s Hearings (Scotland) Bill events in Edinburgh and Dundee <p>Ed Morrison</p> <ul style="list-style-type: none"> • Met with the Head of CIPFA • CIPFA has agreed to publicise the advert for SCRA Board members on their website. CIPFA has also expressed an interest in training plans for Panel Members. 		

		Timescale	Action
	<p>Margaret Wells</p> <ul style="list-style-type: none"> • Met with the new Chair • Attendance at the Association of Directors of Social Work Annual Conference <p>Eddie McConnell</p> <ul style="list-style-type: none"> • Attendance at conference on young people, violence and alcohol. (Research paper to be circulated to Board members) • Met with Michelle Miller, President of the Association of Directors of Social Work (ADSW) to discuss non-disclosure. (ADSW will produce a briefing note which will be circulated to the Chief Social Work network) <p>Carole Wilkinson</p> <ul style="list-style-type: none"> • Met with Board Members • Visited the West Lothian office • Attendance at: <ul style="list-style-type: none"> ○ The Panel Members' long service awards dinner in May ○ The Children's Hearings Bill stakeholder event in Dundee • Due to attend the Safeguarders event on the Bill next week 		
4.	<p>Minute of Meeting held on 6 May 2010</p> <p>The minutes were agreed as a correct record.</p>		
5.	<p>Matters Arising</p> <p>Children's Convenor Board for Guernsey Noted: The intention to maintain contact with the Board for Guernsey via telephone and video links.</p> <p>SCRA Board Member Recruitment Noted: (1) The advertisement has now been published and the process underway.</p>	Ongoing	NM/CW

		Timescale	Action
6.	<p>Audit Committee held on 18 May 2010</p> <p>Malcolm Dickson, Chair of Audit introduced this item and referenced in particular:</p> <ul style="list-style-type: none"> • The position in relation to non-disclosure continued to be monitored with an analytical report scheduled for the November Audit Committee • Self-assessment was now becoming embedded within the organisation • A procurement action plan had now been produced and approved by the Audit Committee. <p>Agreed:</p> <p>(1) The Chair and PR/Chief Executive attend Audit Committee in an ex officio capacity. (As previously agreed as part of interim arrangements, all other Board members will be members of the Audit Committee).</p> <p>(2) The minutes of the Audit Committee held on 18th May 2010 (subject to amendment of the sederunt list to reflect point (1) above).</p>	Immediate	EM
7.	<p>Property Strategy</p> <p>The Director of Finance spoke to this report which sought comments on and approval of SCRA's Property Strategy.</p> <p>Noted:</p> <p>(1) The new Strategy was a high level document which set a clear direction for development and use of the estate over the next 10 years.</p> <p>(2) An action plan for implementation will be developed and presented to the Executive Management Team including a review of all supporting documents (principally Asset Management Plan, Property Standards and Location Policy).</p> <p>Agreed:</p> <p>(1) The document to be amended to include reference to:</p> <ul style="list-style-type: none"> • Principles for reasonable travelling for children and families; and • Specific detail on how feedback will be obtained from Panel Members. <p>(2) To approve SCRA's Property Strategy subject to the amendments detailed at point (1) above.</p> <p>(3) Board Members to be kept up-to-date on sensitive property issues.</p>	Ongoing	EM

		Timescale	Action
8.	<p>West Lothian Civic Centre Lease</p> <p>Having declared an interest in Item 8, Andrew Miller left the meeting at this point.</p> <p>The Director of Finance introduced this item and spoke in detail to the report.</p> <p>Noted: (1) The detail of the current issues with the West Lothian Civic Centre lease principally the treatment of the lease as an asset and the fair value of the property as assessed by West Lothian Council. As a result of the latter there is a likely increase in revenue expenditure and decrease in capital expenditure of £45k in 2010/11.</p> <p>Agreed: (1) Board members to be updated following response from Audit Scotland in relation to the treatment of the lease and from West Lothian Council in respect of the property valuation.</p>	July/August 10	EM
9.	<p>Developing the Children’s Hearings System</p> <p>Andrew Miller rejoined the meeting at this point.</p> <p>Noted: (1) Stage 1 of the Children’s Hearings (Scotland) Bill has now concluded. (2) The areas identified for further work during the Stage 1 Debate will be progressed.</p>		
10.	<p>Health & Safety</p> <p>No issues to report.</p>		
11.	<p>AOB HMIe Inspection Reports</p> <p>Noted: Some of the recent inspection reports appeared to have a theme running through them in relation to late receipt of assessment reports.</p> <p>Agreed: To schedule a discussion about the Board role in relation to escalation of issues identified in inspection reports.</p>	July 10	NM
12.	<p>Date of next Meeting: Board Meeting 29 July 2010</p>		