

**Minutes of SCRA Board Meeting held on  
Thursday 25 March 2010 at Enterprise House, Stirling**

**Present:** Douglas Bulloch (Chair)  
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  
Malcolm Schaffer, Head of Practice and Policy  
Janis McDougall (Minutes)

		<b>Timescale</b>	<b>Action</b>
1.	<p><b>Apologies</b></p> <p>Apologies were received from Anne McNeill, Deputy Chair and Pamela Bowman.</p>		
2.	<p><b>Update</b></p> <p><b>Netta Maciver</b></p> <ul style="list-style-type: none"> <li>• Meetings held with: <ul style="list-style-type: none"> <li>▪ COSLA</li> <li>▪ Scottish Child Law Centre</li> <li>▪ Association of Directors of Social Work (Harriet Dempster and Harry Stevenson)</li> <li>▪ Scottish Social Services Council re registration of workforce</li> <li>▪ Duncan McNeil MSP and SWIA in relation to the recent research report</li> </ul> </li> <li>• Attendance at: <ul style="list-style-type: none"> <li>▪ recent Children's Hearings Strategic Project Board</li> <li>▪ Scottish Government Forum</li> <li>▪ Child Protection Event – Working Together to Safeguard Children: Implementing Lord Laming's recommendations</li> </ul> </li> <li>• Met with the Cabinet Secretary for Education and Lifelong Learning on an individual basis and as part of the NDPB Chief Executive's Forum</li> </ul> <p><b>Margaret Wells</b> Recently attended an Adult Protection Conference</p>		

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	<p><b>Maggie McManus</b></p> <ul style="list-style-type: none"> <li>• Advised that arrangements have now been finalised to bring the payroll function in-house</li> </ul> <p><b>Ed Morrison</b></p> <ul style="list-style-type: none"> <li>• Recently attended the CIPFA Annual Conference</li> </ul> <p><b>Janis McDougall</b></p> <ul style="list-style-type: none"> <li>• Recruitment to the forthcoming vacancies on the Board will be undertaken following the appointment of the new Chair</li> <li>• Scottish Government will be writing to current Board members seeking expressions of interest for the Deputy Chair position.</li> </ul> <p><b>Eddie McConnell</b></p> <ul style="list-style-type: none"> <li>• Recently concluded negotiations with Logica for a 12 month extension to the current IT services contract.</li> </ul> <p><b>Malcolm Dickson</b></p> <ul style="list-style-type: none"> <li>• Attended a meeting with the Children's Commissioner in relation to the duty to share information</li> </ul> <p><b>Malcolm Schaffer</b></p> <ul style="list-style-type: none"> <li>• Meetings held with external agencies in relation to the Children's Hearings (Scotland) Bill</li> <li>• Spoke at the Children 1<sup>st</sup> Conference – The Big Debate – Alcohol, Changing People or Policy?</li> </ul> <p><b>Douglas Bulloch</b></p> <ul style="list-style-type: none"> <li>• Planning/handover meeting held with Anne McNeill, Deputy Chair</li> <li>• Interviews have now taken place for the appointment of a new SCRA Chair – announcement expected mid April.</li> </ul>		
3.	<p><b>Minutes of Meeting held on 28 January 2010</b></p> <p>The minutes were agreed as a correct record.</p>		
4.	<p><b>Planning and Performance Committee held on 11 March 2010</b></p> <p>Margaret Wells, Chair of Planning and Performance Committee spoke to this item.</p>		



		<b>Timescale</b>	<b>Action</b>
	<p><b>Agreed:</b></p> <p>(1) To remit finalisation of SCRA's written response to the Children's Hearings (Scotland) Bill to the Principal Reporter/Chief Executive.</p> <p>(2) Final response to be circulated to Board members.</p>		<p><b>NM</b></p> <p><b>JMcD</b></p>
7.	<p><b>Draft Budget Plans 2010/11</b></p> <p>The Director of Finance spoke to this report which detailed the draft 2010/11 revenue and capital budgets.</p> <p><b>Noted:</b></p> <p>(1) Confirmation of the grant in aid for 2010/2011 has now been received:</p> <ul style="list-style-type: none"> <li>• Revenue allocation £23.077m</li> <li>• Capital budget £3.109m</li> </ul> <p>(2) The Director of Finance has written to Scottish Government seeking approval to retain capital receipts to support capital priorities and a response is awaited.</p> <p>(3) A critical review of forecasts for 2009/10 has been undertaken and the latest estimates indicate that 100k can be carried forward to 2010/11.</p> <p><b>Agreed:</b></p> <p>(1) A trend of budget spend analysis over the last five years to be prepared for submission to the Audit Committee.</p> <p>(2) The draft 2010/11 revenue and capital budgets as detailed in the report.</p> <p>(3) To approve the business case (Appendix C to the report) for upgrading SCRA's operational base in Edinburgh.</p>	<b>May 10</b>	<b>EM</b>
8.	<p><b>SCRA Business Plan 2010/11</b></p> <p>The Director of Corporate Development introduced this item referencing that the SCRA Business Plan for 2010/11 has been developed in accordance with the Outcomes Based Guidance issued by Scottish Government in September 2008 and their supplementary guidance note of February 2009.</p> <p><b>Noted:</b></p> <p>(1) The Plan supports SCRA's 2008-11 Corporate Plan and provides SCRA with an appropriate strategic framework against which all its available resources and activities can be aligned.</p> <p>(2) The Deputy Director, Workforce and Capacity Issues has indicated support for the Plan and provided some suggested amendments and comments.</p>		

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	<p><b>Agreed:</b> To remit to the Chair and Principal Reporter to finalise the plan ahead of its submission to the Scottish Government for Ministerial approval.</p>	<b>Immediate</b>	<b>EMcC</b>
9.	<p><b>Third Quarter Organisational Performance Report: (1 October 2009 to 31 December 2009) Executive Summary</b></p> <p>The Director of Corporate Development spoke to this item advising that the report had been considered in detail at the recent meeting of the Planning and Performance Committee held on 11 March 2010.</p> <p><b>Agreed:</b> To approve for publication the Executive Summary of the third quarter Organisational Performance Report for 2009/10 covering the period 1 October 2009 to 31 December 2009.</p>	<b>Immediate</b>	<b>EMcC</b>
10.	<p><b>SCRA Board Governance and Interim Arrangements</b></p> <p>The Principal Reporter/Chief Executive introduced this report which detailed interim arrangements to ensure that appropriate governance is in place for Committee business.</p> <p><b>Agreed:</b> (1) The interim arrangements as outlined in the report. (2) To remit the Chair's current delegated authority, as detailed in the Board Scheme of Delegation and Delegated Budgetary Authority, to the Deputy Chair.</p>		
11.	<p><b>The Scottish Children's Hearings System 2002-2010: Making a Difference</b></p> <p><b>Noted:</b> The report prepared by Douglas Bulloch, Chair detailing his personal reflections on the Children's Hearings System as he concludes his term of office with SCRA.</p>		
12.	<p><b>Health &amp; Safety: End of Year Report 2009/10</b></p> <p>The Director of HR introduced this report which detailed the health and safety status and progress within the organisation at year end 2009/10.</p>		

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	<p><b>Noted:</b> Health and Safety risks continued to be controlled satisfactorily, with enhancements currently planned for training, information and promotion to enable progression towards an excellent service.</p> <p><b>Agreed:</b> To appoint Malcolm Dickson as the new Board lead for Health &amp; Safety.</p>		

At the close of the meeting, Douglas Bulloch, on behalf of the Board, thanked Joe Morrow for all his support and work during his term of office with SCRA which was now due to conclude. Joe had brought a wealth of experience and knowledge to the Board and he would be greatly missed.

Douglas Bulloch was also due to conclude his term of office with SCRA on 31<sup>st</sup> March 2010. Joe thanked Douglas on behalf of the Board for his support and commitment throughout this time. In particular Douglas had brought an incredible strength in his leadership skills both for officers within the organisation and the Board itself and that he would be missed by both colleagues in SCRA and the wider Children's Hearings System.

All Board Members wished Douglas and Joe well for the future.