

**Minutes of SCRA Board Meeting held on
Thursday 28th January 2010 at Enterprise House, Stirling**

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

In Attendance: Eddie McConnell, Director of Corporate Development
Ed Morrison, Director of Finance
Malcolm Schaffer, Head of Practice and Policy
Janis McDougall (Minutes)

In the absence of the Douglas Bulloch, Chair, Anne McNeill, Deputy Chair was appointed Chair for the meeting.

		Timescale	Action
1.	<p>Apologies</p> <p>Apologies were received from Douglas Bulloch, Chair and Joe Morrow.</p>		
2.	<p>Update</p> <p>Netta Maciver</p> <ul style="list-style-type: none"> • Headquarters staff will now all be located within Ochil House – the move is due to be completed within the next few weeks <p>Andrew Miller</p> <ul style="list-style-type: none"> • As part of the programme of Board visits, recently visited the Falkirk Office and met with the Education and Social Work Liaison Officers. <p>Pamela Bowman</p> <ul style="list-style-type: none"> • Recently met with Judge Felicity Hempel from the Victorian Law Reform Commission, Melbourne, Australia (an independent statutory body with functions to make recommendations to government on areas of law referred to it by government). <p>Anne McNeill</p> <ul style="list-style-type: none"> • Continuing involvement in mentoring programme run by office of the Commissioner for Public Appointments 		

		Timescale	Action
3.	<p>Minutes of Meeting held on 17th December 2009</p> <p>The minutes were agreed as a correct record.</p>		
4.	<p>Matters Arising</p> <p>SCRA Child Protection Event 19/11/09</p> <p>Noted: The note of actions from this event and supporting material had been circulated to Board members.</p>		
5.	<p>Provisional Programme of Board and Sub-Committee Meetings August 2010-March 2011</p> <p>Agreed: The provisional programme of meetings from August 2010 to March 2011.</p>		
6.	<p>Business and Financial Planning 2010-11- Update</p> <p>The Director of Finance introduced this report which provided members with an update on progress in taking forward the business and financial planning process since the strategic objectives were agreed at the September Board.</p> <p>Noted:</p> <p>(1) The budget challenge and review process will address 2010/11 and forward planning to 2012/13. Senior managers have been tasked with projecting resource requirements, principally workforce, through to 2012/13 on the assumption of significantly reduced revenue resources.</p> <p>(2) SCRA's Business Plan and Final Revenue and Capital budgets will be submitted to the Board for approval in March.</p> <p>(3) The draft in year revenue budget gap for 2010-11 of £1.114m and the plans in place to address this.</p>	March 10	EM/EMcC
7.	<p>Strategic Risk Register</p> <p>The Director of Finance spoke to this report which informed members of the latest assessment of strategic risks in SCRA.</p> <p>Noted:</p> <p>(1) The Board and Audit Committee will be regularly informed of SCRA strategic risk profile as a key element of the organisation's internal control framework.</p>		

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	<p>Delay in Appointment of Board Members Board members expressed serious concern in relation the apparent lack of progress in the recruitment process for SCRA Board members.</p> <p>Noted: (1) The Chair first raised this issue with Sponsor Division in October 2008.</p> <p>Agreed: (1) The Principal Reporter/Chief Executive to confirm to Sponsor Division that this issue has now been placed on SCRA's risk register and seek confirmation of the process/timetable for recruitment of Board members. (2) The Chair to raise this issue again with the Director, Children, Young People and Social Care.</p>	<p>Immediate</p> <p>Immediate</p>	<p>NM</p> <p>DB</p>
8.	<p>Property Programme: Fife</p> <p>The Director of Finance introduced this report which detailed the last position in relation to the Fife property project.</p> <p>Noted: Scottish Government approval of the business case for Fife is awaited.</p>		
9.	<p>Children's Hearings (Scotland) Bill Briefing Events</p> <p>The Head of Practice and Policy spoke to this report which updated members on recent briefing events and the Cross Party Group on Children & Young People.</p> <p>Noted</p>		
10.	<p>Health & Safety</p> <p>Noted: Nothing to report.</p>		
11.	<p>Developing the Children's Hearings System</p> <p>Noted: The Principal Reporter/Chief Executive and Andrew Miller, Board Member, recently attended a meeting involving Scottish Government and COSLA.</p>		

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12.	<p>AOB</p> <p>Applications for Legal Aid</p> <p>Noted:</p> <p>(1) The concern raised by Sheriff Bowman based on a recent case in particular and her general experience of aspects of the scheme for granting legal aid for applications arising out of children's hearings.</p> <p>(2) The Principal Reporter indicated that regular meetings were scheduled with the Scottish Legal Aid Board, the next one being on 22 February and that this would afford an opportunity to raise any concerns about the process.</p>	Feb 10	MS
13.	Date of Next Meeting: 25 th March 2010		