

**Scottish Children's Reporter Administration
Minutes of SCRA Board Meeting held on
Thursday 29th January 2009 at Enterprise House, Stirling**

Present: Douglas Bulloch (Chair)
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
Maggie McManus, Director of HR
Ed Morrison, Director of Finance
Tom Philliben Director of Reporter Operations
Janis McDougall (Minutes)

		Timescale	Action
1.	Apologies Apologies were received from Joe Morrow.		
2.	Update Anne McNeill <ul style="list-style-type: none"> • Panel Member training has now started in Guernsey • Karen Brady has now taken up her post as Children's Convener for the Bailiwick of Guernsey. Andrew Miller <ul style="list-style-type: none"> • Due to visit the new offices for SCRA within the West Lothian Civic Centre Development • Also arranged to meet with the Director of Finance and Head of Property to discuss general property issues 	Feb 09 Feb 09	AM/EM AM/EM
3.	Minutes of Meeting held on 18th December 2008 The minutes were agreed as a correct record.		

		Timescale	Action
4.	<p>Matters Arising</p> <p>ASB Expert Advisory Group Recommendations Noted:</p> <p>(1) SCRA's response was submitted and the ASB report recommendations have now been signed off by the Cabinet with a low key launch planned.</p> <p>(2) SCRA were publicly thanked by officials at the multi-agency strategic youth justice group for the contribution made to this work.</p>		
5.	<p>Audit Committee of 20th November 2008</p> <p>Pamela Bowman introduced this item and briefly summarised the issues discussed at the recent meeting.</p> <p>Approved: The Audit Committee Minute of 20th November 2008.</p>		
6.	<p>Pension Fund Valuation March 2008</p> <p>The Director of Finance spoke to the report which (1) updated members on the outcomes of the 2008 March Pension Valuation and (2) detailed a proposal to pay additional employer's contributions this year.</p> <p>Noted:</p> <p>(1) The results of the actuarial valuation of the pension fund as at March 2008.</p> <p>(2) The opportunity to address the pension deficit position as SCRA moves to the new arrangements for the Children's Hearings System.</p> <p>(3) The Chair of the Audit Committee has expressed support for the proposal to pay additional employer's contributions this year.</p> <p>Agreed: To approve an additional employer's contribution of £500k to Falkirk Council Pension Fund in 2008/09 and employer contribution rates of 14.9% in 2009/10 and 2010/11.</p>	Immediate	EM

		Timescale	Action
7.	<p>Media Update</p> <p>The Director of Corporate Development introduced this item and updated members on recent press coverage.</p> <p>Noted</p>		
8.	<p>Freedom of Information Update</p> <p>The Director of Corporate Development spoke to this report which updated members on SCRA's compliance with the Freedom of Information (Scotland) Act.</p> <p>Noted</p>		
9.	<p>Health and Safety</p> <p>Noted:</p> <p>(1) There have been no reportable incidents since the last update to the Board.</p> <p>(2) Activity is continuing to pro-actively raise health and safety issues and in particular work has begun on conflict management training for front-line staff.</p>		MM
10.	<p>AOB</p> <p>Efficiency Planning</p> <p>In response to a Board member's enquiry, the Director of Finance confirmed that planning is underway in relation to Government requirements for efficiency planning.</p>		
11.	<p>Date of Next Meeting: 19th March 2009</p>		