

**Scottish Children's Reporter Administration  
Minutes of SCRA Board Meeting held on  
Thursday 24<sup>th</sup> September 2009 at Enterprise House, Stirling**

**Present:** Douglas Bulloch (Chair) (Items 15-19)  
Anne McNeill (Deputy Chair)  
Malcolm Dickson  
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 Designate  
Janis McDougall (Minutes)

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

		<b>Timescale</b>	<b>Action</b>
1.	<p><b>Apologies</b></p> <p>Apologies were received from Pamela Bowman and Andrew Miller</p>		
2.	<p><b>Update</b></p> <p><b>Malcolm Dickson</b></p> <ul style="list-style-type: none"> <li>• visit to the North region now arranged for 12 October 2009</li> </ul> <p><b>Netta Maciver</b></p> <ul style="list-style-type: none"> <li>• Recently met with the Chief Executive of CAFCASS and a visit is being organised to their office in Leeds to meet with operational staff and young people.</li> </ul> <p><b>Anne McNeill</b></p> <ul style="list-style-type: none"> <li>• visit to the Borders Team has been organised for 26 October 2009</li> <li>• along with Principal Reporter/Chief Executive recently met with the Children's Convenor and the Chair of the Convenor Board for Guernsey.</li> </ul>		

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3.	<p><b>Minutes of Meeting held on 11 June 2009</b></p> <p>The minutes were agreed as a correct record.</p>		
4.	<p><b>Matters Arising</b></p> <p><b>Non-Disclosure (Double-checking) Process Noted:</b></p> <p>The Head of Practice and Policy will address this issue as part of the review currently underway.</p>	<b>Oct 09</b>	<b>MS</b>
5.	<p><b>Minutes of the Planning &amp; Performance Committee held on 19 August 2009</b></p> <p>Margaret Wells, Chair of Planning &amp; Performance Committee introduced this item and referenced the Committee's full consideration of the organisational performance report and in particular the detailed discussion on child protection issues. The plans for a child protection event involving partners on 19 November were noted.</p> <p><b>Agreed:</b></p> <p>The minutes of the Planning and Performance Committee held on 19 August 2009.</p>		
6.	<p><b>Minutes of the Audit Committee held on 1 September 2009</b></p> <p>Malcolm Dickson, Audit Committee Member spoke to this item and highlighted:</p> <ul style="list-style-type: none"> <li>• the change to the practice audit programme timeline as a result of operational pressures</li> <li>• the work underway to align SCRA's self-assessment framework with the HMle methodology</li> <li>• the Audit Committee remain alert to non-disclosure issues and a follow-up audit is scheduled for October 2009.</li> </ul> <p><b>Agreed:</b></p> <p>The minutes of the Audit Committee held on 1 September 2009.</p>		

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7.	<p><b>Annual Accounts 2008-09</b></p> <p>The Director of Finance introduced this item.</p> <p><b>Review of Accounting Policies 2008/09</b></p> <p><b>Noted:</b> The policies have been reviewed and approved by the Audit Committee.</p> <p><b>Agreed:</b> SCRA's accounting policies in accordance with the requirements of FRS 18 Accounting Policies.</p> <p><b>Draft Annual Accounts 2008/09 and Management Representation Letter</b></p> <p><b>Noted:</b> (1) The accounts have been reviewed and approved by the Audit Committee. (2) The external auditor's ISA260 report has not highlighted any matters arising and has expressed an unqualified opinion. (3) The management representation letter for signature by the Accountable Officer.</p> <p><b>Agreed:</b> The 2008/09 accounts for signature by the Chairman and Accountable Officer for inclusion in SCRA's Annual Report for 2008/09.</p>		
8.	<p><b>Capital Budget 2009-10</b></p> <p>The Director of Finance spoke to the capital budget report and advised that Sponsor Team has confirmed that there will be no flexibility between financial years.</p>		

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	<p><b>Noted:</b></p> <p>(1) The projects approved under delegated powers to the Principal Reporter/Chief Executive and Chair.</p> <p>(2) The outline net capital requirement of £5.177m in 2010/11.</p> <p>(3) The option identified by Finance Education to exchange £2m of SCRA 2009/10 capital grant for revenue grant from another area of Scottish Government.</p> <p>(4) The process for this is submission of a proposal from SCRA by the end of this week so that any exchange can be formalised in the Scottish Government's Autumn Budget Review.</p> <p><b>Agreed:</b></p> <p>(1) To approve a net capital budget of £4.949m for 2009/10.</p> <p>(2) To approve additional capital expenditure of £140k on the Dumfries fit out.</p> <p>(3) To approve the business case for a new telephony system and its submission to the Scottish Government.</p> <p>(4) To delegate authority to the Principal Reporter/Chief Executive and Chair to sign off the proposal to switch capital resources to revenue. (Finalised proposal to be circulated to Board members for information).</p>	<b>Sept 09</b>	<b>NM/DB</b>
9.	<p><b>Risk Management Policy</b></p> <p>The Director of Finance introduced this item highlighting that the Risk Management Policy and supporting procedures provided a systematic approach which will be integrated with SCRA's established Planning and Performance Framework.</p> <p><b>Agreed:</b> SCRA's Risk Management Policy.</p>		
10.	<p><b>Annual Report 2008/09</b></p> <p>The Director of Corporate Development spoke to the new style annual report for 2008/09.</p> <p><b>Noted:</b> The launch date for the Annual Report is 29 October 2009.</p>		

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	<p><b>Agreed:</b></p> <p>(1) Minor amendments/correction to the Foreword.  (2) To delegate authority to the Chair and Principal Reporter/Chief Executive to finalise the report for publication.</p>	<p><b>Oct 09</b>  <b>Oct 09</b></p>	<p><b>EMcC</b>  <b>NM/DB</b></p>
11.	<p><b>First Quarter Organisational Performance Report: (1 April 2009 to 30 June 2009) Executive Summary</b></p> <p>The Director of Corporate Development introduced this report and confirmed that the Planning and Performance Committee had considered the full report in detail at its recent meeting.</p> <p><b>Noted:</b>  In relation to children referred to the Reporter, work is ongoing to examine the range of information/intelligence to share some conclusions with partners at an SCRA Child Protection Event scheduled for 19 November 2009.</p> <p><b>Agreed:</b>  The Executive Summary of the first quarter Organisation Performance Report for 2009/10 covering the period 1 April 2009 to 3 June 2009 for publication.</p>		
12.	<p><b>Research Report: The views and experiences of children and families involved in the Children's Hearings System</b></p> <p>The Director of Corporate Development introduced this report.</p> <p><b>Noted:</b></p> <p>(1) The research was carried out in two phases between Autumn 2008 to Summer 2009 by SCRA's Information and Research Team with considerable support from across the organisation.</p> <p>(2) The findings of the research are largely positive with some areas identified for improvement – these are being addressed internally.</p>		

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	<p>(3) Briefing papers will also be produced for discussion with partners (Social Work and Panel Members in particular) identifying the key findings as they affect each of these groups.</p> <p>(4) The summary report of Phase One was published in March 2009 and results have also been fed back to children and families through posters in Hearings waiting rooms.</p> <p>(5) The detailed plans for dissemination of the research report.</p> <p><b>Agreed:</b> To approve publication of the research report: The views and experiences of children and families involved in the Children's Hearings System.</p>	<b>Oct 09</b>	<b>EMcC</b>
13.	<p><b>Corporate and Business Planning</b></p> <p>The Director of Corporate Development spoke to this report which set out SCRA's proposed approach for the 2010/11 business planning cycle.</p> <p><b>Agreed</b></p>		
14.	<p><b>Information Working Group</b></p> <p>The Principal Reporter/Chief Executive introduced this item which reported on the work of the multi-agency Information Working Group set up in January 2009 to address the breaches in non-disclosure orders occurring across the Children's Hearings System.</p> <p><b>Agreed:</b></p> <p>(1) Board members to feedback any comments on the draft report to the Principal Reporter/Chief Executive by 2/10/09.</p> <p>(2) To delegate authority to the Chair and Principal Reporter/Chief Executive to finalise the report of the Information Working Group and to make arrangements for its submission to the Information Commissioner and the Cabinet Secretary for Education and Lifelong Learning.</p>	<p><b>2/10/09</b></p> <p><b>Oct 09</b></p>	<p><b>Board Members</b></p> <p><b>NM/DB</b></p>

		<b>Timescale</b>	<b>Action</b>
15.	<p><b>Transitions Programme</b></p> <p><b>Noted:</b> The update provided on the current status of the proposed Children's Hearings (Scotland) Bill.</p>		
16.	<p><b>Media Update</b></p> <p><b>Noted:</b> The range of recent press coverage relating to SCRA.</p>		
17.	<p><b>Freedom of Information Update</b></p> <p><b>Noted:</b> The update on SCRA's compliance with the Freedom of Information (Scotland) Act 2002 for the period 8 April 2009 to 27 August 2009.</p>		
18.	<p><b>Health &amp; Safety – Update Report</b></p> <p><b>Noted:</b> The update report on health and safety status/progress within organisation at the mid year 2009/10.</p>		
19.	<p><b>Date of Next Meeting:</b> 5<sup>th</sup> November 2009</p>		