

Scottish Children's Reporter Administration

Minutes of SCRA Board Meeting held on Thursday 17th December 2009 at Enterprise House, Stirling

Present: Douglas Bulloch (Chair)
Anne McNeill (Deputy Chair)
Pamela Bowman
Malcolm Dickson
Andrew Miller
Joe Morrow
Netta Maciver (Principal Reporter/Chief Executive)

In Attendance: Eddie McConnell, Director of Corporate Development
Maggie McManus, Director of HR
Ed Morrison, Director of Finance
Janis McDougall (Minutes)

Engagement with Children and Young People

At the start of the meeting, there was a short presentation by the young people from Who Cares? Scotland who are involved in the partnership work underway on engagement with children and young people.

Noted:

The draft Participation with Children and Young People Framework which will form the basis of engagement with both children and young who have been involved with the Children's Hearings System and the wider community.

Agreed:

To endorse the approach outlined in the draft Framework.

		Timescale	Action
1.	Apologies Apologies were received from Margaret Wells.		
2.	Update Andrew Miller <ul style="list-style-type: none">• due to visit the Falkirk Office and meet with the Education Liaison Officer Maggie McManus <ul style="list-style-type: none">• Positive feedback has been received on the recent staff event Anne McNeill <ul style="list-style-type: none">• Involved in governance work with the Children's Convenor Board for Guernsey	Jan 10	AM

		Timescale	Action
3.	<p>Netta Maciver</p> <ul style="list-style-type: none"> • Recent attendance at: <ul style="list-style-type: none"> - SCRA's Child Protection Event - Holyrood Conference on the Children's Hearings System - Kilbrandon Inquiry Revisited - Scottish Child Law Centre event at the Parliament on the Voice of the Child <p>Malcolm Dickson</p> <ul style="list-style-type: none"> • Recent attendance at: <ul style="list-style-type: none"> - Holyrood Conference on the Children's Hearings System - The Executive Management Team's strategy/planning day - CIPFA Training event on "Effective Audit Committee" • As part of the Board programme of office visits, visited the North Regional Team <p>Joe Morrow</p> <ul style="list-style-type: none"> • Recently attended a Treasury Conference on the future of public sector spending <p>Janis McDougall</p> <ul style="list-style-type: none"> • Attendance at CIPFA Event on "Board Governance". <p>Douglas Bulloch</p> <ul style="list-style-type: none"> • SCRA's Child Protection Event 19/11/09 - a note of discussion/outcomes will be circulated to Board members together with the presentation by Phil Wilson on the importance of Early Intervention. 	Dec 09	DB
4.	<p>Minutes of Meeting held on 24th September 2009</p> <p>The minutes were agreed as a correct record.</p>		
5.	<p>Matters Arising</p> <p>Business Case for a New Telephony System Noted: Scottish Government has confirmed that this is an operational matter for decision and noted Board approval for this project.</p>		

		Timescale	Action
6.	<p>Minutes of the Audit Committee held on 17 November 2009</p> <p>Joe Morrow, Chair of Audit introduced this item.</p> <p>Agreed: (1) The minutes of the Audit Committee held on 17 November 2009. (2) Malcolm Dickson be appointed Chair of the Audit Committee, Joe Morrow to remain a Committee member until the conclusion of his term of office.</p>		
7.	<p>Review of Audit Services</p> <p>The Principal Reporter/Chief Executive spoke to this item.</p> <p>Audit Committee members had discussed a paper on the review of audit services and agreed that a refresh of the audit approach should be undertaken focused on the following principles:</p> <ul style="list-style-type: none"> - Risk Management - Regulatory Framework - Legal Compliance - Best Value and Use of Resources <p>Noted: Further work to be undertaken and a report to be provided to the Audit Committee at its next meeting.</p> <p>Agreed: To delegate the refresh of audit services to the Audit Committee.</p>	Feb 10	NM
8.	<p>Minutes of Meeting of the Planning and Performance Committee of 10 December 2009</p> <p>Anne McNeill introduced this item and referenced in particular:</p> <ul style="list-style-type: none"> – the detailed discussion on the operational performance report; – the updated staff establishment figures; and – the challenging financial position this year. <p>Agreed: The minutes of the Planning and Performance Committee held on 10 December 2009.</p>		

		Timescale	Action
9.	<p>Second Quarter Organisational Performance Report: (1 July 2009 to 30 September 2009) Executive Summary</p> <p>The Director of Corporate Development spoke to this item.</p> <p>Noted: The Executive Summary had been considered at the recent Planning and Performance Committee.</p> <p>Agreed: The Executive Summary of the second quarter Organisational Performance Report for 2009/10 covering the period 1 July 2009 to 30 December 2009.</p>		
10.	<p>Media Update</p> <p>Noted: The range of recent press coverage relating to the Children's Hearings System.</p>		
11.	<p>Health & Safety Update</p> <p>The Director of HR/OD gave an update on health & safety issues.</p> <p>Noted:</p> <ul style="list-style-type: none"> (1) There has been one reportable incident since the last Board meeting. (2) All necessary actions are in place following a couple of incidents in Hamilton and Bell Street. (3) Stress surveys for Central West have now been completed and action planning is scheduled for the new year. 		
12.	<p>Developing the Children's Hearings System</p> <p>Noted: Positive meeting held on 9th December between Ministers and SCRA Board to discuss the Bill.</p>		
13.	<p>Scheme of Delegation</p> <p>Noted: The Scheme of Delegation has been reviewed with the updated Scheme now in place. For the future this will form part of the annual assurance report on governance to the Board.</p>		
14.	<p>Date of Next Meeting: 28th January 2010</p>		

