

**Scottish Children's Reporter Administration
Executive Management Team
Minute of Meeting held on Tuesday 1 June 2010**

Present: Netta Maciver (Chair), Eddie McConnell, Ed Morrison, Maggie McManus, Malcolm Schaffer, Brian Lister, Tom Philliben, Evelyn Grant

In attendance: Janis McDougall (Minutes)

		Timescale	Action
1.	<p>Minute of Meeting held on 4 May 2010</p> <p>The minute was agreed as a correct record.</p> <p>Matters Arising</p> <p>Case Management Implications Noted: The "catch up" programme of presentations are now underway.</p> <p>Practice Training Noted: The calendar of practice training events has now been issued to regions.</p> <p>Agreed: To approve the calendar for publication on Connect this week.</p> <p>Organisational Change Noted: EMT to feedback comments to Director of HR by the end of this week.</p> <p>Complaints Process Noted: (1) Arrangements are being progressed for team mail boxes. (2) Consultation will take place with Reporter Managers on the structure of local mail boxes and a protocol will need to be put in place for the management of the mail boxes. (3) A second stage of this process will be to arrange for the addresses section to be changed on RAD letters. (4) A communication will be issued via Connect once mailbox structure is agreed and the protocol in place.</p>	<p>Immediate</p> <p>4/6/10</p>	<p>MS</p> <p>All</p> <p>EG/EMcC</p>

		Timescale	Action
2.	<p>Environmental Policy</p> <p>Noted:</p> <p>(1) In recording its thanks to the Group for the work carried out on the policy the historical origin of the work was noted.</p> <p>(2) The document represents the framework policy and will be followed up by an action plan.</p> <p>Agreed:</p> <p>(1) EMT to feedback comments to the Director of Corporate Development by the end of this week and he will communicate comments to the Group.</p> <p>(2) The policy document to clarify the split into individual/organisational policy actions and a list of actions targeted for year 1, year 2 etc. to be identified.</p> <p>(3) The policy to be reviewed from a “plain English” perspective.</p>	6/6/10	EMcC EMcC
3.	<p>Case Information Project</p> <p>The Director of Corporate Development spoke to the report on the Case Information Policy and detailed discussion on the policy followed.</p> <p>Noted:</p> <p>(1) The ability to remove records in line with SCRA policy on file retention will be built into the new Case Management System. (To rectify this would require that individual records would require to be deleted from RAD and the Data Warehouse).</p> <p>(2) Schedule 1 Offenders – issue raised in relation to retention of information about Schedule 1 Offenders where no criminal case has been brought or established but the grounds have either been accepted or the case established by the Children’s Reporters.</p> <p>Agreed:</p> <p>(1) SCRA to continue with the “as is” position in relation to point (1) above until the introduction of the new Case Management System.</p> <p>(2) A Business Case will be presented to EMT in relation to the cost of decommissioning RAD stats.</p> <p>(3) Case files to be held until age 18.</p> <p>(4) Head of Practice and Policy and Reporter Manager North to take forward the issue raised at noted point (2) above.</p>	July 10 Sept 10	EMcC MS/EG

		Timescale	Action
	(5) The Director of Corporate Development to provide visibility of the issue to the Information Commissioner. (6) The Principal Reporter/Chief Executive to flag up the issue with Scottish Government. (7) It was agreed that those elements and recommendations for improving current practice and compliance be taken forward now as appropriate but the overriding case information policy should not be agreed until the issue on Schedule 1 Offenders was resolved.	7/6/10 7/6/10	EMcC NM
4.	Case Management Update The Director of Corporate Development gave an update on progress. Noted: (1) Project Board minutes will routinely be circulated to EMT members. (2) A set of information to be prepared for Reporter Managers to give to Authority Reporters to assist with dissemination of information. (3) The Business Case will be presented to EMT in July. (4) A Presentation on case management is scheduled for the Board meeting in June. (5) The IS Manager continues to be Project Manager – this is scheduled for further discussion at the Project Board meeting next week. Agreed: Board approvals and timelines to be clarified.	 Ongoing June 10 July 10 17/6/10 June 10	 EMcC EMcC EMcC EMcC EMcC
5.	AOB Organisational Change Agreed: Briefing paper on organisational change prepared by the Director of Corporate Development to be placed on Connect.	 June 10	 EMcC