

**Scottish Children's Reporter Administration  
Executive Management Team  
Minute of Meeting held on Tuesday 2 February 2010**

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

**In attendance:** Janis McDougall (Minutes)

**Apologies:** Malcolm Schaffer

		<b>Timescale</b>	<b>Action</b>
1.	<p><b>Minute of Meeting held on 12 January 2010</b></p> <p>The minute was agreed as a correct record.</p> <p><b>Matters Arising</b></p> <p><b>Participation with Children and Young People Framework</b> <b>Noted:</b> Final version of Framework to be circulated to EMT.</p> <p><b>Transition/Bill Update</b> <b>Noted:</b> Further meetings held with Scottish Government and COSLA and the Principal Reporter/Chief Executive is due to meet with COSLA again next week.</p> <p><b>Strategic Risk Register</b> <b>Noted:</b> The Strategic Risk Register was discussed at the recent Board meeting.</p> <p><b>Voluntary Redundancy/Efficiency Retirement</b> <b>Noted:</b> (1) The process is now underway; the Directors of HR/OD and Finance scheduled to meet with Reporter Managers following this meeting to discuss applications submitted from staff. (2) The Partnership Forum is scheduled to meet on 4 February.</p>	<p><b>Feb 10</b></p> <p><b>Immediate</b></p>	<p><b>NM</b></p> <p><b>MMcM/EM</b></p>
2.	<p><b>Advanced Diploma in Children's Reporter Practice</b></p> <p><b>Noted:</b> (1) The paper prepared by the Director of HR and Head of Practice and Policy on options for implementation of the Advanced Diploma. (2) Estimated implementation costs of 40k.</p> <p><b>Agreed:</b> (1) To adopt a targeted approach rather than full implementation. (2) To maximise use of e-learning facilities.</p>		<p><b>MMcM/MS</b></p>

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3.	<p><b>Forward Plans</b></p> <p><b>Noted:</b></p> <p>(1) Update on forward planning currently underway by Directors/Reporter Managers.</p> <p>(2) The Principal Reporter/Chief Executive is currently undertaking a review of audit services.</p> <p><b>Agreed:</b></p> <p>(1) The principles for forward planning as follows:</p> <ul style="list-style-type: none"> <li>• Value for money and improved efficiency</li> <li>• The modernisation agenda: <ul style="list-style-type: none"> <li>• Review of Structures and reshaping of teams to meet demands</li> <li>• New roles</li> <li>• Cross regional working</li> <li>• Smarter, leaner processes</li> </ul> </li> <li>• Sharing practice experience round the organisation and learning from research</li> </ul> <p>(2) Areas for further development -</p> <ul style="list-style-type: none"> <li>• Procurement – look at developing in-house expertise and in particular utilising regional resources</li> <li>• Risk management around modernisation – to be progressed via the Programme Board.</li> </ul>	<p><b>Feb 10</b></p> <p>-</p> <p><b>Feb 10</b></p>	<p><b>NM</b></p> <p><b>EM/MMcM</b></p> <p><b>JR/EMcC</b></p>
4.	<p><b>Business Plan 2010-11</b></p> <p><b>Noted:</b></p> <p>(1) The documentation to assist discussion during the challenge and review item.</p> <p>(2) The Director of Corporate Development undertook to do further work on the draft outcomes and come back to EMT members.</p>	<p><b>Feb 10</b></p>	<p><b>EMcC</b></p>
5.	<p><b>Challenge and Review</b></p> <p><b>Agreed:</b></p> <p>Actions as follows:</p> <p>1. 2009/10 Forecasts to be reviewed at next EMT, together with latest Budgetary Monitoring Report.</p> <p>2. Reporter Manager Central West has targeted savings of £108k (including not backfilling a reporter post, and removing budget for hours not worked). This is not in addition to the budget savings target of £78k. Reporter Manager Central West to reflect the identified savings in revised 2009/10 forecast.</p>	<p><b>EM</b></p> <p><b>BL</b></p>	<p><b>Next EMT</b></p> <p><b>12 February</b></p>

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	3. HR Business Partners to work with Budget Holders to confirm extent of potential adjustment to budgets when staff reduce contracted hours. HR to confirm to Budget Holders the policy on the contract position when staff reduce contracted hours.	<b>MMcM</b>	<b>12 February</b>
	4. Shared costs should be reviewed by Property to ensure there are no significant omissions; and to confirm that insurance costs are included in budgets.	<b>IA</b>	<b>12 February</b>
	5. Budget Holders should ensure that all insurance arrangements in place offer best value.		<b>28 February</b>
	6. Central West Excess travel to be reviewed and corrected.	<b>BL</b>	<b>12 February</b>
	7. Minor budget revisions required to Central West budget – remove £2,500 from training budget and add £1,800 to Other Property Costs (106G) for security maintenance.	<b>BL/EM</b>	<b>12 February</b>
	8. Assumptions on Central Property portfolio to be issued to Reporter Manager Central West (copied to PR/Chief Executive) and budget adjusted accordingly.	<b>EM</b>	<b>12 February</b>
	9. Irvine – arrangements in relation to a networking facility on site (or alternative) needs a consistent approach informed by the Modernisation Programme.	<b>EMcC</b>	<b>28 February</b>
	10. Reporter Manager Central West to review 'Office Moves' provision with a view to reducing substantially from £20k level. West regional team can advise.	<b>BL</b>	<b>12 February</b>
	11. Director of Finance to request reports from Budget Holders on the impact of carrying forward 2009/10 to 2010/11 and to report to PR/CE.	<b>EM</b>	<b>10 February</b>
	12. Excess travel in East to come out and taxi usage to be reviewed. Adjustments to be communicated to Finance.	<b>TP</b>	<b>12 February</b>
	13. Further review of East property costs is required, specifically in relation to Fife. Adjustments to be communicated to Finance.	<b>TP/IA</b>	<b>12 February</b>
	14. North – Thurso rent to be reviewed and Finance to be notified if budget adjustment is required.	<b>EG</b>	<b>12 February</b>
	15. Western Isles salary to be adjusted. North to communicate adjustment to Finance.	<b>EG</b>	<b>12 February</b>

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	16. Property to ensure that all new leases include appropriate break clauses; and seek to minimise shared cost arrangements. Principles around length of lease and break options to be established.	<b>IA</b>	<b>Ongoing</b>
	17. Reporter Manager West identified a further £4k savings in West training budget. Reporter Manager West to confirm adjustment with Finance.	<b>JR</b>	<b>12 February</b>
	18. T & S budgets should be calculated on the basis of the number of trips rather than in monetary terms (use of VC should be optimised).	<b>ALL</b>	<b>12 February</b>
	19. A message is required to enforce the principles of the Travel Policy (e.g. ensure only necessary travel is undertaken and in the most efficient/lowest cost manner). Public transport should be the default mode of transport. Hotel usage should be minimised and efforts made to ensure the best deals on all transport/accommodation arrangements. GPC should be used where possible. Target 10% reduction on travel costs.	<b>MMcM</b>	<b>28 February</b>
	20. Travel instructions to go out with joining instructions for training courses and meetings.	<b>MMcM</b>	<b>28 February</b>
	21. Excess Travel Costs – process to be established which triggers the ceiling of £5k.		<b>28 February</b>
	22. Central provisions – establish an efficient process for accessing central provisions and agree where it can be applied (e.g. interpretation/hearings/court expenses).	<b>EG/FG</b>	<b>28 February</b>
	23. Books and publications – all local provisions to be withdrawn and transferred to central provision within Practice and Policy (leave £100 per budget holder). Online access to all essential publications should be managed centrally. Head of Practice & Policy to identify savings on the Books and Publications Budget. Electronic press clippings to remain within Corporate Development.	<b>MS</b>	<b>12 February</b>
	24. Corporate Development - 2 vacant posts to be deleted (Head of IS and Audit Manager). Removal of these 2 posts will result in savings of £104k. There is the potential for further savings if 2 staff on redeployment list are successfully placed.	<b>EMcC</b>	<b>12 February</b>

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	25. Corporate Development T&S to be reviewed with a view to identifying savings. Any adjustments to be communicated to Finance.	<b>EMcC</b>	<b>12 February</b>
	26. Further challenge to Corporate Development supplies and services (staff conference/events).	<b>EMcC</b>	<b>12 February</b>
	27. HQ Property costs to be reviewed going forward.	<b>EMcC</b>	
	28. HR to clarify use of telephones/blackberries (in particular use of telephones in cars)	<b>MMcM</b>	<b>28 February</b>
	29. Director of Corporate Development to conclude Panel chair laptop support discussions with Scottish Government.	<b>EMcC</b>	<b>28 February</b>
	30. Provision for model case file to be reviewed (involve RAMs).	<b>EMcC</b>	<b>12 February</b>
	31. Further dialogue with Scots to secure a reduction in charges as more users of Scots network come online.	<b>EMcC</b>	<b>28 February</b>
	32. RAMs to look at variations in postage costs, photocopying, stationery and use of GPC card. Also RAMs to develop standard stationery list to ensure costs contained.	<b>RMs/RAMs</b>	<b>12 February</b>
	33. Review actuarial costs to confirm whether there is the potential for savings.	<b>EM</b>	<b>12 February</b>
	34. Multi-function devices – anticipated savings not being realised – review when contracts are due	<b>EMcC</b>	
	35. General admin practice – posting files/scanning – Reporter Manager West to pick up with Head of Practice & Policy.		<b>28 February</b>
	36. Principal Reporter/Director of Finance to review WLCC interest payments.	<b>NMaci/EM</b>	<b>12 February</b>
	37. T & S to be reviewed in HR.	<b>MMcM</b>	<b>12 February</b>
	38. Head of Practice & Policy to consider scope for further reduction in books and publications and legal expenses.	<b>MS</b>	<b>12 February</b>
	39. Any specific enquiries on the Practice and Policy budget should be directed to Head of Practice & Policy, copied to Director of Finance.	<b>ALL</b>	<b>12 February</b>

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	<b>CAPITAL</b>		
	40. Use of Dava House to be reviewed in terms of both the Property base and SL hearings.	<b>EM/BL</b>	<b>12 February</b>
	41. T & S and other corporate expenses to be reviewed by Property.	<b>EM</b>	<b>12 February</b>
	42. Review of telephone costs at Dava House, linked to IPT project and number of lines.	<b>EM/IA</b>	<b>12 February</b>
	43. Further review of all proposed RAD investment is required to ensure that there is no double-counting of provisions.	<b>EMcC</b>	<b>12 February</b>
	44. SPR2 – Information and Research Manager reviewing provision to establish whether the £394k 2010/11 capital figure is robust.	<b>JR</b>	<b>12 February</b>
	45. Property disposals to be marketed ASAP.	<b>EM</b>	<b>12 February</b>
	46. Remove Capital Provisions for Minor Works, Fees, Equipment and Furniture and dilapidations.	<b>EM</b>	<b>12 February</b>
	47. Fees – Director of Finance/HR to review in-house options.		<b>28 February</b>
	48. Director of Finance to write to Scottish Government to confirm the position in respect of the retention of capital receipts in 2010/11.	<b>EM</b>	<b>12 February</b>
	49. Review all IS provisions: technology refresh, partner portal, ERDM and Data Warehouse.	<b>EMcC</b>	<b>12 February</b>
	50. Review requirement for Technology in Hearing Rooms Provision.	<b>EMcC</b>	<b>12 February</b>
	51. Aberdeen – Common Areas – updated position to be confirmed.	<b>EG</b>	<b>12 February</b>