

**Scottish Children's Reporter Administration
Executive Management Team
Minute of Meeting held on Tuesday 3 August 2010**

Present:

Netta Maciver (Chair), Ed Morrison, Malcolm Schaffer, Tom Philliben, Evelyn Grant,

In attendance: Janis McDougall (Minutes)

Apologies: Eddie McConnell, Maggie McManus

		Timescale	Action
1.	<p>Sponsor Meeting Update</p> <p>Noted: The Principal Reporter/Chief Executive reported on the recent meeting with Sponsor Division. Issues discussed:</p> <ul style="list-style-type: none"> • Capital Receipts, Framework Documents, Victims Information, VER, Business Continuity Planning, Annual Report, Non-Disclosure, Case Management Business Case, Panel Chair Laptops, Laptops in Hearings, Corporate Business Planning, NDPB Chief Executive and Chairs Event 26 August, Property Strategy, Telephony, Partnership Projects, Research, Organisational Change, SPR2, New Buildings. 		
2.	<p>Board Update</p> <p>Noted:</p> <p>(1) The Case Management Business Case was approved and has now been submitted to Sponsor Division.</p> <p>(2) The updated IPT Telephony Project Business Case was approved.</p> <p>(3) Items scheduled for September Board meeting:</p> <ul style="list-style-type: none"> • Bill discussion • Learning from HMle Inspection Reports <p>(4) The Board has now approved the recruitment process/timetable for the new PR/CE.</p>		
3.	<p>Bill Update</p> <p>Noted:</p> <p>(1) Work is continuing with Bill Team. Meetings scheduled this week in relation to Rehabilitation of Offenders, Voice of the Child and Relevant Person.</p> <p>(2) Stage 2 is scheduled to begin 15 September and it is scheduled to conclude by the October recess.</p>		
4.	<p>Minutes of Meeting of 24 June 2010</p> <p>The minutes were agreed as correct record.</p>		

		Timescale	Action
5.	<p>Matters Arising</p> <p>Schedule 1 Offenders Noted: (1) Response still awaited from Scottish Government. (2) The Principal Reporter/Chief Executive is scheduled to meet with the Information Commissioner later today.</p> <p>Forward Budgets Noted: Finance profiling work will be carried out.</p> <p>Complaints Noted: Alistair Hogg will lead the group working on the review of the complaints process.</p> <p>Disposal of Assets Noted: The Director of Finance to circulate guidance note for EMT comments; finalised version to be placed on Connect and also to be scheduled for the next Partnership Forum.</p> <p>Overtime/Standby/Callout Update report to be provided for next EMT.</p>	<p>Aug 10</p> <p>Aug 10</p> <p>Aug/Sep</p> <p>Sept 10</p>	<p>NM</p> <p>EM</p> <p>EM</p> <p>EM/MMcM</p> <p>MMcM</p>
6.	<p>Update on Organisational Change</p> <p>Noted: (1) The paper on organisational change has been agreed by the Board. (2) The recruitment process will now commence in relation to the Director of Support Services post.</p>	<p>Aug 10</p>	<p>NM</p>
7.	<p>Strategic Risk Register</p> <p>The Director of Finance spoke in detail to the updated risk register.</p> <p>Agreed: (1) The updated register subject to a general narrative to be added in relation to the inter-dependency between strategic risks together with any necessary actions. (2) Director of Finance to check position in relation to payment of pension liability.</p>		

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8.	<p>Property Strategy: Action Plan</p> <p>Noted: The action plan for delivering key aspects of the Property Strategy.</p> <p>Agreed: (1) The action plan as detailed in the report. (2) Any further comments on the action plan to be fed back to the Director of Finance.</p>	Immediate	All
9.	<p>Victims Information Service Evaluation</p> <p>Noted: The findings of the The Victims Information Service Evaluation report.</p> <p>Agreed: (1) The Director of Finance to confirm budget figures. (2) The service to be developed further by operational leads with input from the Practice Team. (Tom Philliben will lead on this work). (3) An update report to be submitted to the October EMT meeting. (4) To communicate the findings to Scottish Government and in particular highlighting the opt-in recommendation.</p> <p>The Group wished to acknowledge its thanks for the excellent work undertaken by Gillian Henderson and the team involved in the evaluation work.</p>	<p>Aug 10</p> <p>Oct 10</p> <p>Oct 10</p> <p>Aug 10</p>	<p>EM</p> <p>TP/EG</p> <p>TP</p> <p>NM</p>
10.	<p>Non-Disclosure</p> <p>Noted: The current position in relation to non-disclosure breaches.</p> <p>Agreed: The Improvement Group to provide a report to the Principal Reporter/Chief Executive on its work.</p>	Aug 10	MS
11.	<p>Publication of Scotland's Independent Budget Review 2010 – Final Report – 29 July 2010</p> <p>Noted: The summary note prepared by the Principal Reporter/Chief Executive on the budget review.</p> <p>Agreed: Note to be reviewed and placed on Connect.</p>	Aug 10	NM
12.	<p>Next meeting (7th September 2010)</p> <p>Noted: Agenda items for next EMT: – Organisational Change – The Bill.</p>	Sept 10	NM/JMcD