

**Scottish Children's Reporter Administration  
Executive Management Team  
Minute of Meeting held on Tuesday 6 April 2010**

**Present:** Netta Maciver (Chair), Eddie McConnell, Malcolm Schaffer, Brian Lister, Evelyn Grant, Tom Philliben

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

**Apologies:** Maggie McManus, Ed Morrison, Jackie Robeson

		<b>Timescale</b>	<b>Action</b>
1.	<p><b>Minute of Meeting held on 12 March 2010</b></p> <p>The minute was agreed as a correct record.</p> <p><b>Matters Arising</b></p> <p><b>Interpretation Costs</b> (to be taken forward nationally with the Association of Directors of Social Work)  <b>Noted:</b>            Response awaited from ADSW in relation to meeting dates.</p> <p><b>Organisational Performance Reporting</b>  <b>Noted:</b>            Report on new style format for the organisational performance report to be scheduled for discussion at a future EMT.</p> <p><b>Children's Hearings (Scotland) Bill</b>  <b>Noted:</b></p> <p>(1) SCRA's written evidence to the Scottish Parliament's Education Committee has now been submitted; a supplementary paper will be sent next week. SCRA is scheduled to give oral evidence to the Committee on 21 April 2010.</p> <p>(2) Written evidence is being prepared for submission to the Scottish Parliament's Finance Committee.</p> <p>(3) All submissions are on the Scottish Parliament website – Head of Practice and Policy to send link to EMT members.</p>	<p><b>June 10</b></p> <p><b>21 April 10</b> <b>6 April 10</b></p> <p><b>Immediate</b></p>	<p><b>NM</b></p> <p><b>EMcC</b></p> <p><b>NM</b> <b>NM</b></p> <p><b>MS</b></p>
2.	<p><b>Procurement Report 2009/10</b></p> <p><b>Noted:</b>            The changes to SCRA's Procurement Policy to further align it with Scottish Public Sector best practice; key procurement activity in 2009/10 and recent changes in Procurement Legislation and in OJEU thresholds.</p>		

		<b>Timescale</b>	<b>Action</b>
	<p><b>Agreed:</b></p> <p>(1) The extension of the Logica contract to be included at Section 3 of the report.</p> <p>(2) Forward planning for procurement (development of in-house skills) to be scheduled for future EMT agenda.</p> <p>(3) Director of Finance to confirm attendees and arrangements for Procurement Training for Delegated Purchasers.</p> <p>(4) Action Plan to be scheduled for future EMT meeting.</p>	<p><b>Immediate</b></p> <p><b>June 10</b></p> <p><b>April 10</b></p> <p><b>June 10</b></p>	<p><b>EM</b></p> <p><b>EM</b></p> <p><b>EM</b></p> <p><b>EM</b></p>
3.	<p><b>Agreement with Scots – Issues and Risks</b></p> <p><b>Noted:</b></p> <p>(1) Concern was expressed about the recent outage in the North region both in terms of the length of time for resolution and the potential impact on operational activity</p> <p>(2) The standard Service Level Agreement is an eight hour resolution. (SCRA is currently engaging with Scots in exploring options for categorising/scaling agreement levels).</p> <p>(3) The issue of non-receipt of an incident report in relation to the recent outage has been escalated by Director of Corporate Development within Scots.</p> <p><b>Agreed:</b></p> <p>(1) Director of Corporate Development to report back to EMT following receipt of the incident report on associated risks and contingencies in place.</p> <p>(2) Director of Corporate Development to obtain copy of Scots Risk Management Plan and Business Continuity Plan.</p> <p>(3) Reporter Manager North to lead work on SCRA's Business Continuity Plan.</p>	<p><b>May 10</b></p> <p><b>May 10</b></p> <p><b>Ongoing</b></p>	<p><b>EMcC</b></p> <p><b>EMcC</b></p> <p><b>EG</b></p>
4.	<p><b>AOB</b></p> <p><b>Practice Training</b></p> <p><b>Noted:</b></p> <p>A calendar of practice training events has been scheduled for the coming year and the Head of Practice and Policy will arrange for this to be circulated.</p>	<p><b>April 10</b></p>	<p><b>MS</b></p>