

**Scottish Children's Reporter Administration
Executive Management Team
Minute of Meeting held on Friday 12 March 2010**

Present: Netta Maciver (Chair), Eddie McConnell, Maggie McManus, Ed Morrison, Malcolm Schaffer, Jackie Robeson, Brian Lister, Evelyn Grant, Tom Philliben
In attendance: Janis McDougall (Minutes)

		Timescale	Action
1.	<p>Minute of Meeting held on 2 February 2010</p> <p>The minute was agreed as a correct record.</p> <p>Matters Arising:</p> <p>Budget Challenge & Review</p> <p>Noted:</p> <p>(1) Immediate actions are all underway and changes incorporated into the budget for 2010/11.</p> <p>(2) Longer term actions will be tracked via the Executive Office.</p>	Mar/April 10	NM
2.	<p>Budgetary Performance Report (January 2010)</p> <p>Noted:</p> <p>(1) The budgetary performance report detailing the revenue forecast for 2009/10 as at January 2010.</p> <p>(2) The national contract for interpretation costs is starting to impact positively on the way costs are managed.</p> <p>Agreed:</p> <p>(1) Work to be undertaken via the Operational Group in relation to establishment of principles for interpretation costs. Issue also to be taken forward nationally with the Association of Directors of Social Work.</p> <p>(2) EMT to feedback any comments on the recent budget process to Director of Finance either via email or face-to-face at regular budget monitoring meetings. Lessons learned to be captured and shared with all.</p> <p>(3) Year-end carry forward rules to be applied as set out in sections 4.3 to 4.5 of the report (subject to final confirmation of exact figures).</p>	<p>April 10</p> <p>March 10</p> <p>-</p>	<p>NM</p> <p>All</p> <p>EM</p>

		Timescale	Action
3.	<p>Prioritisation Framework/KPI Report</p> <p>Noted: (1) Further work to be undertaken on the priorities – to be clustered and themed: <ul style="list-style-type: none"> • Case management and other technologies • Information system security/governance • Providing systems • Improving ways of working • Managing change process • Learning and development • Scrutiny and how we work and how we prove it • Communication and engagement • Best value efficiency and environment (2) Priorities to be checked from practice perspective to check for consequences and dependencies. (3) HMle – clustered as part of audit/continuous improvement.</p>	Immediate	EMcC
	<p>KPIs</p> <p>Noted: The need to separate KPIs from management information.</p> <p>Agreed: Changes to the Key Performance Indicators as follows: <ul style="list-style-type: none"> • % of written notifications of referral outcomes sent to children and families from the Reporter within five working days – agreed to keep this as a KPI at 09/10 level. • The average number of days for referral on offence grounds from date of receipt of referral to Hearing decision – agreed as management information. • The average number of days for referrals on non-offence grounds from date of receipt of referral to Hearing decision – agreed as management information. </p> <p>Regional Priorities</p> <p>Agreed: Going forward, regional priorities to be standardised in terms of language.</p>	<p>Mar 10</p> <p>April 10</p>	<p>EMcC</p> <p>EMcC</p>

