

**Scottish Children's Reporter Administration  
Executive Management Team  
Minute of Meeting held on Wednesday 16<sup>th</sup> September 2009**

**Present:** Netta Maciver (Chair), Eddie McConnell, Ed Morrison, Tom Philliben

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

**Apologies:** Maggie McManus

Netta Maciver formally noted that Tom Philliben would be moving to take up the post of Reporter Manager for East Region with effect from 5<sup>th</sup> October 2009 and that Malcolm Schaffer had been appointed as Head of Practice and Policy.

		<b>Timescale</b>	<b>Action</b>
1.	<p><b>Management Groups</b></p> <p><b>Noted:</b></p> <p>(1) Item to be scheduled for next EMT in relation to the composition of EMT as well as regional meetings.</p> <p>(2) Executive Officer to review range of business discussed at recent EMT meetings.</p> <p>(3) EMT to feedback any comments to the Principal Reporter/Chief Executive in advance of the next meeting.</p>	<p><b>29/9/09</b></p> <p><b>29/9/09</b></p> <p><b>28/9/09</b></p>	<p><b>NM</b></p> <p><b>JMcD</b></p> <p><b>All</b></p>
2.	<p><b>Minute of Meeting held 26<sup>th</sup> August 2009</b></p> <p><b>Agreed.</b></p> <p><b>Matters Arising</b></p> <p><b>Practice Changes</b></p> <p><b>Noted:</b></p> <p>(1) The training has now been completed in all areas with the exception of West Dunbartonshire. The position to be confirmed in relation to implementation of the changes. Director of Reporter Operations to liaise with Reporter Manager and keep situation under review.</p> <p>(2) The feedback from the training has been positive with no significant issues arising.</p> <p>(3) Request from Aberdeenshire Panel Chair for SCRA to track any problems arising with the changes to the role of the Reporter.</p>	<p><b>Sept 09</b></p> <p><b>Ongoing</b></p>	<p><b>TP</b></p> <p><b>TP</b></p>

		<b>Timescale</b>	<b>Action</b>
	<p><b>Information - Referrals from the Police</b>  <b>Noted:</b>  (1) Director of Reporter Operations advised that feedback due from Authority Reporters by close of business today – data to be collated for report back to EMT.  (2) Director of Reporter Operations to link in with Director of Finance in relation to potential financial implications for RAD.</p> <p><b>Audit Function</b>  <b>Noted:</b>  EMT to feedback to Principal Reporter/Chief Executive on legal compliance issues.</p>	<p><b>Oct 09</b></p> <p><b>Sept 09</b></p> <p><b>29/9/09</b></p>	<p><b>TP</b></p> <p><b>TP/EM</b></p> <p><b>TP/MMcM</b></p>
	<p><b>Sponsor Division Meeting</b></p> <p><b>Noted:</b>  (1) Draft agenda due to be issued from Sponsor Branch.  (2) Items to be added: <ul style="list-style-type: none"> <li>• Capital/Revenue Budget</li> <li>• Property Disposals - Receipts</li> </ul> </p> <p><b>Agreed:</b>  Officer attendance at forthcoming meeting – Principal Reporter/Chief Executive and Directors of Corporate Development and Finance.</p>		
3.	<p><b>Transition Update</b></p> <p><b>Noted:</b>  (1) The Strategic Project Board representation has been extended to include SACP and AJTC.  (2) The Project Board will continue to be chaired by the Minister with the remit to review the legislation in a partnership approach going forward.  (3) The focus for the next meeting will be feedback from the Panel Chairs on the role of the Reporter.  (4) Review of Hearings Management – Principal Reporter/Chief Executive to meet with Director of Reporter Operations to discuss SCRA representation on this group.</p>	<p><b>Sept 09</b></p>	<p><b>TP/NM</b></p>



		<b>Timescale</b>	<b>Action</b>
	<p>(4) ASB Framework – operational groups now being formed to rollout the principles of the high level agreement.</p> <p>(5) Witnesses Group – debate ongoing between the Crown and the Faculty in relation to release of visual recording of interviews.</p> <p>(6) NDPB Finance Group – work ongoing in relation to differences in framework documents and sponsor relationship issues.</p>		
7.	<p><b>Laptops and Technology in Hearings</b></p> <p><b>Noted:</b> Verbal update by Director of Corporate Development on the current position in relation to both use of laptops by Panel Chairs and use of technology in hearings.</p> <p><b>Agreed:</b> Director of Corporate Development to take this issue forward with Panel Chairs and Reporter Managers.</p>	<b>Oct 09</b>	<b>EMcC</b>
8.	<p><b>Non-Disclosure Update</b></p> <p><b>Noted:</b></p> <p>(1) The current number of non-disclosure breaches is 36 (2 of which were directly attributable to SCRA).</p> <p>(2) The Information Working Group report is scheduled for consideration at the September Board meeting.</p> <p>(3) The Information Commissioner has been advised of the current position and the timeline.</p> <p>(4) The Director of Reporter Operations advised that a review of practice guidance is underway.</p>		