

**Scottish Children's Reporter Administration  
Executive Management Team  
Minute of Meeting held on Thursday 24 June 2010**

**Present:**

Netta Maciver (Chair), Eddie McConnell, Maggie McManus, Ed Morrison, Malcolm Schaffer, Tom Philliben, Evelyn Grant,

**In attendance** Janis McDougall (Minutes)

		<b>Timescale</b>	<b>Action</b>
1.	<p><b>Minute of Meeting held on 1 June 2010</b></p> <p>The minute was agreed as a correct record.</p> <p><b>Matters Arising</b> <b>Schedule 1 Offenders – Retention of Information</b> <b>Noted:</b> (1) The Principal Reporter/Chief Executive has flagged the issue to Scottish Government and will also alert the Information Commissioner.</p>		
2.	<p><b>Organisational Change</b></p> <p><b>Noted:</b> (1) Update on progress in relation to new roles: Trainee Reporter, Assistant Reporter, Participation Officer, Accreditation Manager and the four Modern Apprenticeships. (2) There is now an organisational change section on Connect. (3) Joe Rafferty/Rebecca Macfarlane are continuing to work with teams. (4) Discussions are ongoing with UNISON in relation to organisation change. (5) Partnership is scheduled for discussion at Programme Board later today. (6) Head Office – update report scheduled for August EMT.</p>	<b>Aug 10</b>	<b>NM/MMcM</b>
3.	<p><b>2009/10 Year End Briefing</b></p> <p><b>Noted:</b> Further analysis will be undertaken on the draft information circulated to EMT.</p> <p><b>Agreed:</b> For the future, the status of information needs to be clearly flagged up with the appropriate analysis (including the practice perspective) having been undertaken before the information is released.</p>		

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4.	<p><b>Strategic Risk Register</b></p> <p><b>Noted:</b>  (1) The updated Strategic Risk Register.  (2) The Operational Risk Register is scheduled for discussion at the Operational Meeting next week.</p> <p><b>Agreed:</b>  (1) New risks as follows: <ul style="list-style-type: none"> <li>• Capacity Lead: Ed Morrison/Malcolm Schaffer</li> <li>• Resources Lead: Ed Morrison</li> <li>• Case Management Lead: Eddie McConnell</li> <li>• Pensions Lead: Netta Maciver</li> <li>• Timelines/Alignment of Plans Lead: Maggie McManus</li> <li>• Recruitment of new PR/CE Lead: Maggie McManus</li> </ul> (2) Director of Finance to work with leads on the risk areas, circulate a revised draft of the register and report back to August EMT.</p>	<b>29/6/10</b>	<b>EM</b>
5.	<p><b>2009/10 Outturn Report</b></p> <p><b>Noted:</b>  (1) The unaudited revenue and capital outturn position for 2009/10.  (2) Scottish Government has agreed to provide funding of £10k for SCRA's staff conference.</p> <p><b>Agreed:</b>  (1) To allocate £63k of the available resources in 2009/10 to deal with the West overspend with the intention to reduce in year 2010/11.  (2) To allocate £10k for Panel Chair Laptops  (3) To allocate £167k to workforce planning with a report to be prepared to confirm how this will be allocated.  (4) Additional IS revenue costs in relation to Fountainhall Road will need to be addressed through allocation to workforce planning.  (5) To allocate £20k to CEDAR support subject to approval of the Business Case.</p>		<b>EM</b>

