

**Scottish Children's Reporter Administration  
Executive Management Team  
Minute of Meeting held on Thursday 26 August 2009**

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

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

		<b>Timescale</b>	<b>Action</b>
1.	<p><b>Minute of Meeting held on 18 August 2009</b></p> <p><b>Agreed</b> subject to minor textual changes.</p> <p><b>Matters Arising</b></p> <p><b>Practice Changes</b> <b>Noted:</b> Verbal update from Principal Reporter/Chief Executive in relation to recent correspondence from Panel Chairs in Aberdeenshire, West Lothian and Moray.</p> <p><b>Budget</b> <b>Noted:</b> Directors of Finance and HR have now met with Reporter Managers and budget areas for further focus now identified; Director of Finance to circulate action note.</p> <p><b>Audit Function</b> <b>Noted:</b> A paper on the audit function is scheduled for consideration at the November Audit Committee; in the meantime EMT to feedback to the Principal Reporter/Chief Executive on legal compliance issues.</p> <p><b>Information - Referrals from the Police</b> <b>Noted:</b> (1) Directors of Corporate Development and Reporter Operations are due to report back to the Principal Reporter/Chief Executive on this issue. (2) The Principal Reporter/Chief Executive recently discussed this issue as part of a general meeting with the Children's Commissioner who indicated a willingness to work with SCRA to assist in this area.</p>	<p><b>Sept 09</b></p> <p><b>31/8/09</b></p> <p><b>31/8/09</b></p>	<p><b>EM</b></p> <p><b>All</b></p> <p><b>EMcC/TP</b></p>
2.	<p><b>Transition Update</b></p> <p><b>Noted:</b> (1) Verbal update on recent meeting with Scottish Government officials. (2) Staff communication to be scheduled for issue next week.</p>	<p><b>Sept 09</b></p>	<p><b>MMcM</b></p>

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3.	<p><b>Budget</b></p> <p><b>Noted:</b> Director of Finance to provide detailed information to Principal Reporter/Chief Executive on the confirmed budget position for the next three years which was issued by Scottish Government.</p>	<b>Sept 09</b>	<b>EM</b>
4.	<p><b>Sponsor Division</b></p> <p><b>Agreed:</b> Directors of Corporate Development/Finance to circulate note of outstanding issues with Sponsor Division e.g. Laptops for Panel Chairs, Exceptional Cases Business Case. The Principal Reporter/Chief Executive will raise these at her next regular meeting with Shirley Laing.</p>	<b>Sept 09</b>	<b>NM</b>
5.	<p><b>IS Review</b></p> <p><b>Noted:</b> Paper prepared by Director of Corporate Development on IS Review and the paper's connection to the Case Management Business Case.</p> <p><b>Agreed:</b> Director of Corporate Development's proposals for the IS team to ensure business-as-usual requirements and business change requirements are appropriately resourced.</p>		
6.	<p><b>Information Working Group</b></p> <p><b>Noted:</b> First draft of Information Working Group report.</p> <p><b>Agreed:</b> Principal Reporter and Director of Corporate Development to discuss. Additional comments to Director of Corporate Development ahead of Board pre-agenda.</p>		