

**Scottish Children's Reporter Administration
Executive Management Team
Minute of Meeting held on Tuesday 28th July 2009**

Present: Netta Maciver, Ed Morrison, Maggie McManus
In attendance: Janis McDougall
Apologies: Eddie McConnell, Tom Philliben

		Action	Timescale
1.	<p>Minute of Meeting held on 26th June 2009</p> <p>Agreed: Subject to minor textual amendment.</p> <p>Matters Arising</p> <p>Challenge and Review Noted: Work underway in relation to overtime working – due to conclude by end September 2009; in the meantime overtime payments will continue to be monitored.</p> <p>Pandemic Flu Noted: (1) Contingency arrangements in place and the situation is being monitored with specific actions being implemented in offices as required. (2) Confirmation received from Scottish Government that no discussions/decisions have taken place/ been made in relation to derogations of the Children (Scotland) Act.</p> <p>IS Review Noted: Report to be scheduled for EMT 25/8/09.</p>	<p>MMcM/EM</p> <p>MMcM</p> <p>EMcC</p>	<p>Sept 09 Ongoing</p> <p>Ongoing</p> <p>25/8/09</p>
2.	<p>Transition Update</p> <p>Noted: (1) Verbal update on work underway in relation to internal and external consultation. (2) Policy Officer finalising SCRA's response for sign off by PR/CE and Board. (3) Chair meeting with Sarah Smith, Scottish Government on 6/08/09. (4) Work ongoing to provide Financial Memorandum information to Scottish Government.</p>	<p>31/7/09</p> <p>31/7/09</p>	<p>NM</p> <p>MMcM</p>

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3.	<p>Turnover Savings</p> <p>Noted:</p> <p>(1) Follow-up meetings have been held with all budget holders in relation to budget information circulated on 1/7/09.</p> <p>(2) The Director of Finance is due to report on the budget position to EMT on 18/8/09.</p> <p>(3) Early indications show that the turnover savings target will not be achieved.</p> <p>(4) The additional saving required in relation to non-disclosure costs (to be spread across the five cost centres).</p> <p>Agreed:</p> <p>(1) The need for the savings target to be broadened across the staff budget line e.g. acting up allowances, overtime, travel, other staff costs.</p> <p>(2) Arrangements in relation to vacancy management to be confirmed.</p> <p>(3) Planning work to be undertaken to ensure that as vacancies arise there is a plan in place to manage these.</p> <p>(4) Planning work also to link into the Scottish Government Climate Change Targets/SCRA Environmental Policy. (Executive Officer to circulate Climate Change document to EMT).</p> <p>(5) Directors of HR/Finance to meet with Reporter Managers following report to EMT on 18/8/09.</p>	<p>EM</p> <p>EM</p> <p>MMcM</p> <p>MMcM</p> <p>Immediate</p> <p>EM/MMcM</p>	<p>18/8/09</p> <p>August 09</p> <p>August 09</p> <p>August 09</p> <p>JMcD</p> <p>End August 09</p>
4.	<p>Partnership Working Update</p> <p>Noted:</p> <p>(1) The Principal Reporter/Chief Executive is preparing a response to Panel Chairs following correspondence in relation to concerns about practice changes and the Bill.</p> <p>(2) Reporter Managers have been asked to set up a meeting with Panel Chairs in their Region. (The Principal Reporter/Chief Executive will attend).</p>	<p>31/7/09</p> <p>August 09</p>	<p>NM</p> <p>NM/Reporter Managers</p>

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5.	<p>Schedule of Delegated Authority</p> <p>Noted: The Schedule will be further revised and submitted to EMT for approval following implementation of the HQ structure changes to take effect on 1/9/09.</p> <p>Agreed: The revised Schedule of Delegation Authority subject to the removal of the Corporate Planning and Performance Manager post.</p>	EM	Sept 09
6.	<p>Complaints - Monthly Monitoring Report</p> <p>Noted (1) The monitoring report for July 2009. (2) The complaints system is currently being reviewed – report to EMT scheduled for end August 2009.</p>	EMcC	25/8/09
7.	<p>AOB</p> <p>SPR2 Phase 1 PE Enhancements – Business Case</p> <p>Noted: (1) The Principal Reporter/Chief Executive has approved the Business Case. (2) The revenue costs need to be built into future budgets and that these will now be sought. (3) The reassurance provided that the work undertaken will not require further changes as SCRA moves to a new case management system.</p>		