

**Scottish Children's Reporter Administration
Executive Management Team
Minute of Meeting held on Tuesday 29th September 2009**

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

In attendance: Janis McDougall (Minutes)

Apologies: Tom Philliben

		Timescale	Action
1.	<p>Transition Update</p> <p>Noted:</p> <p>(1) The issues for discussion at the Children's Hearings Reform Strategic Project Board taking place on 1/10/09..</p> <p>(2) The Strategic Project Board will be establishing short-term working groups aiming to conclude work by November.</p> <p>(3) The Bill Team will be issuing regular updates.</p>		
2.	<p>Minutes of Meeting held on 16th September 2009</p> <p>Agreed subject to minor textual amendments.</p> <p>Matters Arising</p> <p>Practice Changes</p> <p>Noted:</p> <p>(1) The Head of Practice and Policy is progressing (with assistance from the Research Team) the issue of tracking any problems arising with the changes to the Role of the Reporter.</p> <p>(2) The Central West Regional Panel meeting is scheduled to take place in Hamilton tomorrow.</p> <p>HQ Space Planning</p> <p>Noted:</p> <p>(1) Once all feedback received from EMT on layout of open plan area, communication to be issued to staff as per previous EMT decision.</p> <p>Agreed:</p> <p>(1) Director of Finance to liaise with Property/IS in relation to additional requirements for additional rooms/location of floor ports etc.</p> <p>(2) To make use of the former Business Support Office as a quiet work area/meeting room. Communication to be issued to staff that this room is available for use.</p>	<p>Ongoing</p> <p>Beg Oct</p> <p>Oct 09</p> <p>Immediate</p>	<p>MS</p> <p>NM/EM</p> <p>EM</p> <p>NM/EM</p>

		Timescale	Action
	<p>Sponsor Division Meeting Noted: Directors of Finance/Corporate Development to circulate note of issues from recent meeting.</p> <p>Pandemic Flu Noted: Evelyn Grant, Reporter Manager will now resume the lead in this work area.</p>	Oct 09	EM/EMcC
3.	<p>EMT Arrangements Going Forward</p> <p>Agreed: (1) Revised membership of EMT (no substitutions): Principal Reporter/Chief Executive (Chair) Director of Finance Director of HR Director of Corporate Development Head of Practice and Policy Reporter Managers (x4)</p> <p>Option to invite other attendees to attend an EMT meeting if appropriate.</p> <p>Meetings to be scheduled monthly.</p> <p>Remit: high level strategy & policy (financial, people, property, technology), organisational performance, governance, continuous improvement.</p> <p>(2) No requirement for continuation of the Programme Board or Service Development Management Team: <ul style="list-style-type: none"> • EMT will pick up Programme Management Framework reporting • Principal Reporter/Chief Executive will chair meetings of Reporter Managers and Head of Practice & Policy to pick up operational focus. </p> <p>(3) Principal Reporter/Chief Executive to issue note detailing revised arrangements.</p> <p>(4) HQ Management Forum to be established – Directors to consider format and report back to Principal Reporter/Chief Executive.</p> <p>(5) UNISON due to establish an HQ Partnership Forum.</p>	<p>Oct 09</p> <p>Oct 09</p>	<p>NM</p> <p>EM/EMcC/ MS/MMcM</p>

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4.	<p>Budgetary Performance Report (August) 2009</p> <p>Noted:</p> <p>(1) The revenue spend and forecast for 2009/10 as at August 2009.</p> <p>(2) The budget guidelines document has been revised and will be issued later this week.</p> <p>(3) The Principal Reporter/Chief Executive has written to Sponsor Division with the detail of the previously confirmed budget position issued by Scottish Government.</p> <p>Agreed:</p> <p>(1) Directors of Finance/Corporate Development to progress the request for figures around the Panel Chairs' laptops issue.</p> <p>(2) Discussion on the VER Business Case to be scheduled for future EMT meeting. (Business Case being progressed as part of the Modernisation Programme).</p> <p>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>	<p>Oct 09</p> <p>Immediate</p> <p>Oct 09</p>	<p>EM</p> <p>EM/EMcC</p> <p>NM</p>
5.	<p>Review of Complaints Procedure</p> <p>Noted:</p> <p>(1) The update tabled by the Director of Corporate Development on the work underway on the review of the complaints procedure.</p> <p>(2) Report scheduled for November Board meeting with the changes due to commence in December 2009.</p> <p>(3) Director of Corporate Development to liaise with Learning & Development Manager in relation to work underway on mediation/resolution issues.</p> <p>(4) The monthly complaints update report.</p>	<p>Nov 09</p> <p>Oct 09</p>	<p>EMcC</p> <p>EMcC/MMcM</p>
6.	<p>Non-Disclosure Update</p> <p>Noted:</p> <p>The current number of non-disclosure breaches is 40 (2 of which were directly attributable to SCRA).</p>		