

**Scottish Children's Reporter Administration
Executive Management Team
Minute of Meeting held on Wednesday 4th November 2009**

Present: Netta Maciver (Chair), Eddie McConnell, Ed Morrison, Maggie McManus, Malcolm Shaffer, Jackie Robeson, Evelyn Grant, Tom Philliben

In attendance: Janis McDougall (Minutes)

Apologies: Brian Lister

		Timescale	Action
1.	<p>Working Together as EMT</p> <p>Netta welcomed everyone to the first meeting of the Executive Management Team under the new arrangements.</p> <p>This is the Group that will work together to provide strategic direction and leadership to the organisation as it moves forward through the transition period to the new arrangements for the Children's Hearings System.</p>		
2.	<p>Scheme of Delegation</p> <p>The Head of Practice and Policy spoke to the revised Casework Practice Scheme of Delegation.</p> <p>Noted:</p> <p>(1) The revised scheme will be circulated next week – in the meantime any comments to be emailed to the Head of Practice and Policy.</p> <p>(2) Further work will be undertaken on tidying up and updating current practice guidance notes.</p> <p>(3) The need for clear accountabilities.</p> <p>(4) Any inconsistencies in practice to be identified and scheduled for discussion at the next operational meeting.</p> <p>Agreed:</p> <p>(1) To move from "practice guidance" to "practice direction".</p>	<p>14/11/09</p> <p>Dec 09</p>	<p>MS</p> <p>MS</p> <p>MS</p> <p>MS</p>
3.	<p>Strategic Risk Register</p> <p>The Director of Finance spoke to the current Strategic Risk Register.</p> <p>Noted:</p> <p>(1) The updated Strategic Risk Register.</p> <p>(2) EMT will manage the high-level strategic risks with other risks being managed within the programme boards and operational teams.</p> <p>(3) The Risk Register will be reviewed following the strategy session scheduled to take place later today.</p>	<p>Nov 09</p>	<p>EM</p>

		Timescale	Action
4.	<p>Supporting Organisational Change – Policy for Voluntary Redundancy/Efficiency Retirements</p> <p>Noted: (1) In light of organisational agreement to the VER Business Case the VER proposal included in the capital/revenue switch exercise has been approved by the Scottish Government. (2) The Director of HR will now begin to move forward on proposals in the context of transition and modernisation.</p>	Nov 09	MMcM
5.	<p>Victim Information Scheme – Recording of Statistical Information</p> <p>Noted: (1) The need for consistency of recording in relation to victim information. (2) Email correspondence received from Reporter Manager, Central West to be forwarded to Reporter Managers and Director of Corporate Development.</p>	Immediate	JMcD
6.	<p>Derogation Issues</p> <p>Noted: Reporter Manager North continuing discussion with Sponsor Division in relation to derogation issues in the context of the flu pandemic.</p>		EG