



		<b>Action</b>	<b>Timescale</b>
	<p><b>Agreed:</b>            (1) Staff communication to be issued by the end of next week.</p>	<b>MMcM</b>	<b>28/8/09</b>
3.	<p><b>Budget Performance Report: June 2009</b></p> <p><b>Noted:</b>            (1) The revenue and capital spend and forecast for 2009/10 as at June 2009.            (2) The Directors of HR and Finance scheduled to meet with Reporter Managers to discuss the budget position.            (3) The work ongoing in relation to Business Cases.</p> <p><b>Agreed:</b>            (1) The need to explore options beyond the current vacancy management arrangement i.e. three month delay.            (2) Process to be established in relation to approval for any overtime/additional hours.            (3) Further areas to be examined for potential savings – travel budgets, mobile phones, property (under utilised accommodation and lease break options).</p>	<p><b>All</b></p> <p><b>All</b></p> <p><b>All</b></p>	<p><b>Immediate</b></p> <p><b>Immediate</b></p> <p><b>Immediate</b></p>
4.	<p><b>Partnership Working Updates</b></p> <p><b>Review of Hearings Management Group</b></p> <p><b>Noted:</b>            (1) The Director of Reporter Operations advised that the Group had asked Scottish Government representative to look at widening the remit of the Group and to report back.</p> <p><b>Agreed:</b>            SCRA's representation on the Group to be extended to ensure operational and strategic issues are covered.</p>	<b>TP/EMcC</b>	<b>Immediate</b>
5.	<p><b>Audit Function</b></p> <p><b>Noted:</b>            The Principal Reporter/Chief Executive and Director of Finance have started work on reviewing the audit function.</p> <p><b>Agreed:</b>            EMT to review areas of work where legal compliance is required and provide a note to Principal Reporter/Chief Executive.</p>	<b>All</b>	<b>31/8/09</b>

		<b>Action</b>	<b>Timescale</b>
6.	<p><b>Information – Referrals from Police</b></p> <p><b>Agreed:</b> Directors of Reporter Operations and Corporate Development to report back directly to the Principal Reporter/Chief Executive in relation to their review of the accuracy of information being relayed to police and the implications arising from this prior to SCRA taking action on this issue.</p>	<b>TP/EMcC</b>	<b>31/8/09</b>
7.	<p><b>EMT 25/8/09</b></p> <p><b>Noted:</b> Agenda for the next meeting:</p> <ul style="list-style-type: none"> <li>• IS Review</li> <li>• Information Working Group report</li> <li>• Complaints</li> <li>• Transition Update</li> </ul> <p><b>Agreed:</b> EMT to advise if any additional urgent items require to be scheduled for this meeting otherwise items to be held until the next regular EMT (15/9/09).</p>	<b>All</b>	<b>21/8/09</b>