

**Scottish Children's Reporter Administration
Executive Management Team
Minute of Meeting held on Tuesday 12 January 2010**

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

In attendance: Janis McDougall (Minutes)

		Timescale	Action
1.	<p>Minute of Meeting held on 15 December 2009</p> <p>The minute was agreed as a correct record.</p> <p>Matters Arising</p> <p>Presentation of Engagement with Children & Young People</p> <p>Noted: The final version of the Participation with Children and Young People Framework will be circulated in the next two weeks.</p> <p>Information Sharing</p> <p>Noted: Work is underway and will be progressed via the Programme Board.</p> <p>Transition/Bill Update</p> <p>Noted:</p> <ul style="list-style-type: none"> (1) Head of Practice & Policy is due to attend the Cross Party Working Group on Children & Young People on 14/1/10. (2) The Bill Roadshows are currently underway. (3) The Principal Reporter/Chief Executive has a further meeting with Scottish Government officials and COSLA. 		
2.	<p>EFQM</p> <p>Noted: The initial assessment has been submitted and the timescale for the full application for Committed to Excellence Award is August 2010.</p>		
3.	<p>Budget and Financial Planning</p> <p>Noted:</p> <ul style="list-style-type: none"> (1) Budget review meetings involving the Finance Team and budget holders are underway. (2) Budget scenario planning for the next three years is ongoing. 		

		Timescale	Action
6.	<p>Practice Instruction 10 – Death of a Child known to the Reporter</p> <p>Noted:</p> <p>(1) Minor tidying-up of the document to be undertaken by the Practice Team.</p> <p>(2) The Multi-agency Resource Service is to undertake a review of significant cases.</p> <p>Agreed:</p> <p>(1) Subject to point (2) above, the terms of Practice Instruction 10.</p> <p>(2) Need to ensure that an appropriate tracking mechanism of all cases identified.</p> <p>(3) Annual report on child deaths to be prepared for submission to Board.</p> <p>(4) Operational Group to think about learning from significant case reviews.</p>	<p>Feb 10</p>	<p>NM</p> <p>NM</p>
7.	<p>Voluntary Redundancy/Efficiency Retirement</p> <p>Noted:</p> <p>(1) A communication has now been issued to staff.</p> <p>(2) The Directors of Finance and HR/OD will lead on this process and will report direct to the Principal Reporter/Chief Executive.</p>		