

**Scottish Children's Reporter Administration
Executive Management Team
Minute of Meeting held on Tuesday 15 December 2009**

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>Presentation on Engagement with Children & Young People</p> <p>Noted:</p> <p>(1) The draft Participation with Children and Young People Framework.</p> <p>(2) Shirley Macdonald, Planning and Performance Manager, West Region is leading on this work.</p> <p>(3) SCRA is also working closely with the Children's Commissioner and Young Scot.</p> <p>Agreed:</p> <p>(1) Minor amendment to the Framework: paragraph 6 – remove first bullet point (this is already covered in Section 16 of the 1995 Act).</p>	Immediate	NM
2.	<p>Minutes of Meeting held on 4th November 2009</p> <p>Agreed</p> <p>Matters Arising Scheme of Delegation</p> <p>Noted:</p> <p>(1) The revised Scheme is now on the intranet.</p> <p>(2) Key inconsistencies in practice to be identified and discussed at future operational group meeting.</p> <p>(3) Recording of Information to be discussed at next Operational Group meeting.</p> <p>(4) Terminology has been changed from "Practice Guidance" to "Practice Instructions".</p> <p>Derogation Issues</p> <p>Noted:</p> <p>To be raised with Sponsor Division at a future point, if required, in the context of the flu pandemic.</p>	<p>Feb 10</p> <p>Feb 10</p>	<p>MS/RMs</p> <p>MS</p>
3.	<p>EFQM Update</p> <p>Noted:</p> <p>(1) The EFQM process is moving forward and a single plan for the organisation is in course of preparation.</p> <p>(2) Director of Corporate Development to report back on timescale for external review.</p>	Jan 10	EMcC

		Timescale	Action
4.	<p>Actions from Senior Management Strategy Session – 4th November 2009</p> <p>Noted: Actions template to be circulated for updating.</p>	Dec 09	JMcD
5.	<p>Risk Management Update</p> <p>Noted: (1) Outstanding responses on risk register to be circulated to Director of Finance by the end of the week. (2) Director of Finance to issue Register immediately thereafter.</p> <p>Agreed: (1) Register to be reviewed at February meeting.</p>	<p>18/12/09</p> <p>Dec 09</p> <p>Feb 10</p>	<p>NM/EMcC/ MS/MMcM</p> <p>EM</p> <p>EM</p>
6.	<p>Advanced Diploma in Children’s Reporter Practice</p> <p>Agreed: (1) Paper to be redrafted to include specific proposals with the funding source identified. (2) Report to be scheduled for April EMT meeting.</p>	April 10	MS/MMcM
7.	<p>Business and Financial Planning 2010/11</p> <p>Issues arising during discussion:</p> <ul style="list-style-type: none"> • Budget scenario planning for the next three years is currently underway and will be further developed throughout January • Reporter Managers are undertaking a planning exercise in terms of resource requirements over the next three years in the context of organisational change. A similar exercise will be undertaken at HQ. • The priorities identified in plans need to be matched against available resources and be the subject of challenge and review. • The Regional and Head Office information will be collated in January to allow consideration at the challenge and review process in February 2010. <p>Noted: The Business and Financial Planning 2010/11 report prepared by the Directors of Corporate Development and Finance.</p>	<p>Jan 10</p> <p>Jan 10</p> <p>Jan 10</p> <p>Jan 10</p>	<p>EM</p> <p>All</p> <p>All</p> <p>EM/EMcC</p>

		Timescale	Action
	<p>Agreed:</p> <p>(1) To approve in principle the outline 2010 Business Plan and Head Office Plan, subject to further prioritisation in January 2010.</p> <p>(2) To approve the high level challenge and review approach as detailed in the paper.</p> <p>(3) The timetable as follows:</p> <ul style="list-style-type: none"> • 12 Jan – EMT – Verbal Update • Jan 2010 – Commence challenge and review • 28 Jan – Updated Planning report to the Board • 2 Feb – EMT Challenge and Review; Draft Regional Plans/Business Plan/Head Office Plan • 2 Mar – EMT Report – with budgets and plans • 25 Mar – Board approval (Business Plan and Budgets) 	<p>Jan 10</p> <p>Jan 10</p> <p>Jan 10</p> <p>Jan 10</p> <p>Mar 10</p> <p>Mar 10</p>	<p>EM</p> <p>EM</p> <p>EM/EMcC</p> <p>EM/EMcC</p> <p>EM/EMcC</p> <p>EM/EMcC</p>
8.	<p>Information Sharing</p> <p>Noted:</p> <p>(1) The paper prepared by the Practice Managers and Policy Officer.</p> <p>(2) The current NDPB guidance on information sharing is out of date and will be reviewed.</p> <p>Agreed:</p> <p>(1) Reporter Managers to feedback comments on the paper to the Head of Practice and Policy by 8/1/10 and also comments on the wider dissemination of the paper.</p>	<p>RMs</p>	<p>8/1/10</p>
9.	<p>Transition/Bill Update</p> <p>Noted:</p> <p>(1) The timescale is now February 2010 for the Bill.</p> <p>(2) The Scottish Government are holding a series of public workshops in January.</p> <p>(3) SCRA has received an invitation to attend the Cross Party Working Group on Children & Young People in January.</p> <p>(4) The Policy Officer is continuing to work with partners.</p> <p>(5) SCRA recently held a meeting with Ministers and there will be ongoing dialogue between the Chair and the Cabinet Secretary.</p> <p>(6) The Principal Reporter/Chief Executive attends meeting of the Strategic Project Board.</p> <p>(7) Staff focus groups will be established for regions/hq to allow an opportunity for discussion/questions on the the Bill.</p>	<p>Jan 10</p> <p>Feb 10</p>	<p>NH</p> <p>NH</p> <p>DB</p> <p>NM</p> <p>MMcM</p>

		Timescale	Action
10.	<p>Format of Executive Management Team Meeting</p> <p>Agreed: Group members to feedback comments on style/operation of the Executive Management Team meeting to Principal Reporter/Chief Executive.</p>	Jan 10	All