SCOTTISH
CHILDREN'S REPORTER
ADMINISTRATION

Scottish Children's Reporter Administration
Minute of Executive Management Team held on 10 May 2017 at Ochil House, Stirling

Present:
Alistair Hogg, Senior Operational Manager (North and West)
Tom Philliben, Senior Operational Manager (South and East)
Lisa Bennett, Head of Strategy and Organisational Development
Ed Morrison, Head of Finance and Resources
Neil Hunter, Principal Reporter/Chief Executive

Apologies
Malcolm Schaffer, Head of Practice and Policy
Susan Deery, Head of HR

		Timescale	Action
1.	**MOLM** Approved **Matters Arising** CMS hosting – 2 weekends of testing have been undertaken to be followed by downtime Friday. Glasgow will have full downtime (no network and no CMS). Feedback from some areas is some benefits of speedier connections and faster processing as a result of the SWAN upgrades – hope is that there is more to come as the parallel networks are phased out. 20/5/17 – seeking staff to work overtime to undertake additional testing of the system.		All
2.	**IT team re-structuring** Financial framework has been produced by SD. A number of scenarios with financial effect have been highlighted and some inherent risks from the associated personnel/HR processes (displacement). EMT discussed and noted the progress of the IT review and the associated costs of moving to new structure (and potential additional costs of any displacement to be carried organisationally) and approved progression to next stage on that basis. The Learning and Training resource detailed at para 3.3/3.4 was discussed and EMT agreed to defer any decision in		

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	relation to this future necessary resource. A more detailed discussion is required on scope, function, location and alignment of a learning/training resource. To be scheduled for next EMT. SD to continue to update EMT of progress of the matching process in order to assess financial risks beyond the immediate move to the revised structure.	**SD/PA** **SD**	**Next meeting** **ongoing**
3. **a)** **b)** **c)**	**Property Reports** Ian Allen (IA) had produced 3 reports for consideration:- **Fraserburgh** To approve route to effect necessary fabric repairs to SCRA Fraserburgh Hearing Centre via SCAPE framework Approved **Stranraer** To approve route to effect necessary fabric repairs to SCRA Stranraer Hearing Centre via SCAPE framework Approved **Minor works programme** **Agreed** Proposals for priority minor work programme – totalling £120.000 approved. Lower Priority programmes – to be considered if slippage allows . **Noted** The possibility of drainage works being required at Glenrothes. Agreed following any assessment this would be seen against Minor Works programme.	 **IA** **IA** **IA**	 **Immediate** **Immediate** **immediate**
4.	**Audit Committee** The latest Audit reports were reviewed ahead of submission to the May 2017 Audit & Risk Committee		

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5.	**Operational resilience** Detailed discussion on operational resilience issues across SCRA. Teams at various points of being extremely stretched in many parts of the country. Discussion focussed on Grampian/Tayside and Fife and Ayrshire. Recent discussions have focussed on the creation of capacity available to the service at necessary points through the following processes Succession planning – Reporter to LRM, Support to Assistant Reporter – need to widen beyond senior roles. Future shape of the organisation – competing pressures, size and shape of key roles, degree of investment required and or overhead carried. Corporate plan to 2020 – underlying assumptions about funding to SCRA – but need to look beyond to 2021 – 24 – a positive case for stability over this period, linked to an organisational/service model which has been rigorously assessed. Issues include:_ • Absence (sickness and maternity) • Working patterns • Roles and responsibilities • Wider structural issues Agree to set aside time over the next few weeks to begin this work in earnest. Operational decisions need to be made in the meantime to protect safety of service delivery – the financial consequences also need to be clearly understood and planned in.	**EMT**	**ASAP**
6.	**Staff event – results from table top exercise** Key issues :- • Understanding and communication • Use of multi –channel communications Further refinement of paper for managers event to be progressed	**LB**	**immediate**

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7.	**AOB**		
a)	Business Continuity event:-		
	3rd June at Ochil	**All to consider**	**3 June 2017**
b)	EMT planning sessions – service redesign. Diary sessions	**LB**	**wb 15/5/17**
8.	**Date of Next Meeting**		
	14 June 2017, 10.30am		