Scottish Children's Reporter Administration
Agenda of Executive Management Team Meeting
Held on Wednesday 05th March 2025
At Tayside and Fife Locality, Glenrothes Office

AGENDA

#	Item	Purpose	Paper	Action
1.	**Apologies**			
2.	**Any Other Business**			
3.	**Minute of Last Meeting**	Approval	Attached	NH
4.	**Matters Arising**			
5.	**2025/26 Draft Business Plan**	Noting	To Follow	LB
6.	**SCRA Board/Committees** a) March Board i. Agenda b) AAC – feedback c) PPC - Feedback			
7.	**SCRA Corporate Governance Framework - Update**	Noting	Attached	PA
	Standing Items			
8.	**Finance and Resource** a) General Update b) Bankline Permissions	Update Approval	Verbal Verbal	RMacK RMacK
9.	**Practice and Policy** a) General Update b) Children's Care and Justice Act	Update Update	Verbal Verbal	AH AH
10.	**Information Governance** a) General Update	Update	Verbal	AH
11.	**Digital Programme** a) General Update	Update	Verbal	DC
12.	**Programme Board Update** a) General Update b) Portfolio Management	Update Approval	Verbal Attached	LB LB
13.	**New Risks**			
14.	**Forward Plan** a) YJIB 06/03 b) H&W Group 10/03 c) Managers Event 12/03 d) CELCIS Strategic Advisory Board 14/03 e) Programme Board 18/03 f) Ayrshire Locality day 19/03 g) D_CAB Workshop 24/03 h) SCRA Board Meeting 25/03			
	Date of Next Meeting Wednesday 02nd March 2025, Ochil House, Stirling			

Scottish Children's Reporter Administration
Minute of Executive Management Team Meeting
Held on Wednesday 05th February 2025,
at Ochil House, Stirling

Present

Neil Hunter **(NH)**	PR/CE
Alistair Hogg **(AH**)	Head of Practice & Policy
Susan Deery (**SD**)	Head of HR
Ross Mackenzie (**RMack**)	Acting Head of Finance & Resources
Douglas Cameron **(DC)**	Head of Digital
Helen Etchells (**HE**),	Senior Operational Manager (North & West)
Paul Mulvanny (**PM**)	Senior Operational Manager (East & Central)
Lisa Bennett (**LB**),	Head of Strategy & OD
Pamela Armstrong **(PA)**	Governance Officer, Minute (By Teams)

	Item	Timescale	Action
1.	**Apologies** None		
2.	**AOB** None		
3.	**Minute of Previous Meeting** Approved		
4.	**Matters Arising** **Pay update** - SD to meet with sponsor team to discuss any potential future consequential that may arise from the Reporter Job Description and Person Specification. **Commitments calendar** - HE has prompted Localities who have not yet completed details. **Business Plan** - LB updated on progress towards a first draft of the BP and will circulate to EMT to sense check objectives and initial priorities. Due to be table at PPN later this month and to the Planning and Performance Committee to note progress. Read across to target operating model.		

	Item	Timescale	Action
5.	**Hearing Centre Design standards** Detailed work has been undertaken to develop these standards. Much learning from the recent Bairns Hoose modelling and other evidence has taken place as well as been informed by trauma informed design of space and contribution to the ethos and practical delivery of the Promise. Extensive consultation has happened with a wide range of stakeholders. This takes us to the next logical phase of environmental redesign of the whole hearing centre including reception. Balance between design and practicality was discussed – it was agreed that standards were there to be met – but that local context, practicalities and cost would all be folded into final designs and implementation. The pace of delivery has a number of limitations – not least SCRA's own internal capacity. Ongoing maintenance needs to be considered alongside these standards if longevity and return on investment is to be achieved – this needs to be factored into future property strategy and budget as well as Locality plans.		
7.	**SCRA Board/Committees** Audit and Assurance Committee – The agenda was reviewed ahead of the meeting later this month.		
8.	**SCRA Corporate Governance Framework** PA introduced the draft framework. **Issues arising during discussion:** • The framework ensures all governance arrangements are set out in a single place. • Allowing public attendance to Board meetings will necessitate revisiting SCRA's classification scheme for papers. **Agreed:** • PA to bring a further draft of the CGF to the March meeting of the EMT. • Consider technological solutions for remote participation in the future.	Mar 25 Nov 25	PA PA

	Item	Timescale	Action
	• DC to consider the use of QR codes throughout the document to aid with access to additional information.		
	EMT/Locality Visits 2025 The plan for EMT visits to locality offices was reviewed. **Agreed:** • Head Office staff are invited to attend locality visits. • The 2025 plan was agreed subject to individual locality availability to host visits and availability of members to attend.		
STANDING ITEMS			
10.	**Finance and Resource** RMacK provided the following updates. • There is a proposal to extend the investment in Glasgow for another five years, until 2030. The proposal from the landlords is comparable to previous extensions and does not raise any concerns. The Head of Property is expected to take this proposal further with the Scottish Government, and no issues are anticipated. • Discussions continue around maximizing the use of the second floor and rationalising spaces. • There is currently no consistent method to measure occupancy rates in the building, which impacts the ability to assess space utilisation effectively. • There is a proposal to transition from hard copy to digital-only panel papers aiming to reduce costs and improve efficiency. The Business Manager is working on estimates of the current costs associated with producing and distributing hard copies versus digital copies. There are different practices across the country, with some areas being fully digital and others still relying on paper. Savings will be qualified and assess if they meet the criteria for funding from the Sustainability Fund.		

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11.	**Practice and Policy** AH provided the following updates: • Judicial Reviews - Ongoing surveys and audits are being conducted to assess the use of judicial review provisions and their effectiveness. • Care and Justice Bill - The concept of a single point of contact service (for victims) has been introduced. The need for minimal and non-controversial changes in legislation was stressed, particularly around attendance and participation in panels.		
12. a.	**Information Governance** **General Update –** No update		
13.	**Digital Programme** DC provided the following update: • The digital programme is approaching a busy end of the year, with multiple projects in progress. The focus is on identifying which projects will gain traction before the financial year ends. • Joint Investment Work with CHS - a joint investment package has been conceptualised. This initiative is expected to provide significant benefits to CHS in terms of features and functions, with side benefits for SCRA. • Digital Evidence Sharing Capability - A proposal for offline approval on digital evidence sharing capability will be submitted. The investment will cover sizing and licensing for a three-year period. The goal is to evaluate how this capability integrates with existing workflows and partnerships. • Magic Notes - There is interest in the potential of this system for managing supervision notes and other documentation, which could alleviate administrative burdens. Testing will commence later this week.		

	Item	Timescale	Action
14.	**Programme Board** LB provided the following update: • The Promise mid-year report is scheduled for release tomorrow.		
15.	**New Risks** No new risks were identified.		
16.	**Forward Plan** The forward plan was reviewed.		
	Date of Next Meeting Wednesday 05th March 2025, Dundee and Tayside Locality, Glenrothes Office		