

Children's Hearings Scotland Board Action Log updated – 12 January 2012

No.	Action	Source	Target date	Owner	Status
001	Finalise Management Statement/Financial Memorandum and report back to Board.	Meeting 15/7/11	20/9/11	B Monaghan/ B Baverstock	Update under Matters Arising
002	Paper to Board detailing all training work streams currently carried out by Sponsor Directorate staff, with timetable for migration of these works streams to CHS.	Meeting 15/7/11	6/12/11	B Monaghan	Work Continuing
003	Briefing Paper to Board detailing timetable for migration of functions, including control of CHS budget, from Sponsor Directorate to CHS.	Meeting 15/7/11	20/9/11	B Monaghan	Board Briefed at Development Session
004	Prioritise the Strategic Engagement plan and circulate a prioritised timetable to Board members.	Meeting 15/7/11	20/9/11 30/9/11 19/01/12	Project manager/ Communications Officer	Work Continuing
005	Audit and Risk Management Committee, and Remuneration and Appointments Committee to review their terms of reference at their initial meeting.	Meeting 15/7/11	First Meeting	B Baverstock, C Spence	On Agenda for first meetings of ARM & RAC committees
006	Board workshop to be arranged to consider how compliance with the Equalities Act is embedded within the working practices of CHS.	Meeting 15/7/11	31/03/12	C Spence	Work Continuing
007	Further work to be done to clarify CHS Financial Reporting arrangements.	Meeting 15/7/11	31/03/12	Project manager/ Director of Finance	Work Continuing
008	Provide the Board with final paper on National Framework for Standards for Scotland's Children's Panel	Meeting 21/11/11	06/12/11	B Monaghan	On agenda

009	Provide the Board with detailed action plan that can be referred to to measure progress on ASTs and National Standards, covering the period until end of January 2012	Meeting 21/11/11	06/12/11	B Monaghan	On agenda / update due
010	Provide the Board with a detailed action plan with milestones covering the period until September 2012	Meeting 21/11/11	06/12/11	B Monaghan	On agenda / update due
002 a	Provide the Board with detailed paper on options for training provision and associated risks	Meeting 21/11/11	19/01/12	Project manager	Work Continuing
002 b	To seek legal advice as part of the process of assessing options for providing/sourcing training	Meeting 21/11/11	20/12/11	Project manager	Work Continuing
011	To test the recommendation in paper CHS1112-013 whereby CHS will carry out all finance functions in-house, excluding payroll	Meeting 21/11/11	20/12/11	Project manager	Work Continuing
012	Provide the Board with updated Programme of Business	Meeting 21/11/11	06/12/11	F David	On agenda / update due
013	Provide the Board with detailed budget figures for 2011-12	Meeting 21/11/11	06/12/11	B Monaghan	Work Continuing
019 *	Provide Board with updated Corporate Plan	Meeting 21/11/11	16/02/12	Project manager	Work Continuing
020	To test compliance of MoU between CHS and SCRA with ECHR principles and the need for a formal written MoU	Meeting 21/11/11	20/12/11	Project manager	Work Continuing
021	Discussion regarding consulting on the specific aspects of independent legal advice	Meeting 21/11/11	19/01/12	K Wyeth	Work Continuing
022	To explore suitable options for using CHS' projected underspend; and give full consideration to bringing forward 2012-13 work where possible	06/12/11	23/12/11	K Wyeth	On agenda
023	To develop a risk management plan as soon as possible	06/12/11	19/01/12	K Wyeth	On agenda
024	To urgently consider the Short-term National Standards & ASTs Action Plan and provide a robust analysis of the current situation together with project plan on ASTs, SLAs, timeframe and resources needed; To clarify the role, responsibilities and functions of the individual to	06/12/11	19/01/12	K Wyeth	On agenda

	whom AST negotiations was delegated				
025 a	To carry out work on National Standards and incorporate comments agreed by Board members on 6 December	06/12/11	19/01/12	K Wyeth	On agenda
025 b	To seek legal advice to ascertain to what extent ASTs negotiations can be progressed whilst NC is not at work	06/12/11		K Wyeth	On agenda/ update
026	To undertake detailed work on Strategy Framework and seek staff and Board member input where required	06/12/11	19/01/12	K Wyeth	On agenda

