



# MINUTES

## Executive Board

**Wednesday 24 September 2008 at Hayweight House, Edinburgh**

### **Present:**

Gordon Wales	Director of Operational Support (GW)
Eric McQueen	Director of Field Service (EMcQ)
Alastair Sim	Director of Policy and Strategy (ASim)
David Forrester	Deputy Director Field Service – Delivery (DF)
Nicola Bennett	Director of Finance (NB)
David Morris	Director – IT (DM)
Graeme Marwick	Principal Clerk of Session and Justiciary (GM)

### **Also Attended:**

Stephen Coulter	Deputy Director; Planning & Performance Management (SC)
Susan Whiteford	Head of Corporate Communications (SW)
Bryan Goodfellow	Head of HR Service and Delivery (TP) (BG)
Craig McCorkindale	Head of Service Delivery (CMcC)
Laura Wiles	Secretariat (Minutes)

### **Apologies for absence:**

Eleanor Emberson	Chief Executive
Alan Swift	Director – Personnel and Development Unit
Gillian Jewell	Director – Property and Services Unit
Cliff Binning	Deputy Director Field Services – Development

## **1.0 Minutes of last meeting**

1.1 The minutes of the meeting of 27 August were approved by the Board.

## 2.0 Matters not arising elsewhere

2.1 Further updates were given on the following action points:

7.3 Letters relating to the St Andrews Day holiday have been sent to the Lord President and the Sheriffs Principal. Communications to staff are still to be arranged.

**Action: BG to speak to ASwift about the staff briefing for the St Andrews Day Holiday.**

3.5 The figures on how well the efficiency savings target had been achieved are not yet reflected in the performance framework. It was advised that this figure will be included by the time of the Strategic Board (SB) meeting in October.

**Action: SC to ensure that the efficiency savings target figures are included in the Performance Framework by the SB meeting on 9 October 2008.**

3.7 The actions points concerning risks will be discussed under the Project RAG report item.

6.1 The Board were advised that the Annual Report had a target publication date of the end of October.

2.2 All other action points were either cleared or are not due yet.

2.3 The Board received an update on the Industrial Action which took place on 23 September 2008. It was reported that the core business was delivered in spite of the reduced service across all courts. Inaccuracies in the media coverage were discussed and it was noted that this may have caused some confusion with regards to the Pay Remit.

**Action: SW to ensure that the Core Brief is issued as soon as possible so that any confusing messages about the Pay Remit caused by press reports are cleared up.**

## 3.0 Performance Framework and High-Level Risks (EB/Sep08/33)

3.1 The updated Performance Framework was presented to the Board. The Board were advised that the final version was to be presented to the SB on 9 October 2008.

**Action: Final thoughts to SC on the readability of the Performance Framework by 30 September 2008.**

3.2 With regards to information received to feed into the Framework, it was highlighted that some courts were not sending their information when required.

**Action: SC to look into the possible action which could be taken to ensure all courts send the necessary figures to the MIS team timeously.**

3.3 Further points raised on the Framework were:

- Procurement savings should not be counted as a Procurement Team saving as this could result in duplication in the Efficiency savings.

- There should be a separate measure column included in the Operational Support Targets section which takes into account the fact that it is CO<sub>2</sub> emissions which are being measured within the Carbon Emissions Produced line.

**(1) Action: SC to add measure in the Operational Support Targets section, either by adding a column or in brackets within the box.**

- The framework shows a decrease in the overall waiting period for criminal appeals to the High Court. This will be discussed at the next High Court Programming Board in September.

**(2) Action: EMcQ to report back to the Executive Board (EB) meeting in October with plans on how to deal with the decrease in the overall waiting period for criminal appeals to the High Court.**

3.4 The Board carried out a review of the Corporate Risk Register and discussions took place around particular risks which were flagged up.

- There is a reported overspend as a result of the budget transfer from the Courts Group to the Scottish Court Service (SCS) for Part-time Shrieval costs not being sufficient enough to cover the costs incurred. The Director General of Justice and Communities has been made aware of the situation.

**(1) Action: EE to update the Corporate Risk Register on Financial Resources to reflect latest position.**

- The success of the Depute Clerk recruitment evening and subsequent press article was noted which was reflected in the number of responses registered on Electronic Recruitment On-Line (EROL).
- Summary Justice Reform is on-track with COP II being installed in Glasgow on 27 and 28 September 2008.
- SC informed the Board that SCS is participating in the exercise Cauld Crow which is the Scottish Government led initiative to strengthen Scottish Public sector resilience.

**(2) Action: SC to keep the EB informed of the outcomes and implications of the Cauld Crow exercise.**

- The Board discussed accommodation plans in Glasgow with regards to Court Unification. Issues around the current District Court buildings and future arrangements are being investigated.

#### **4.0 Project RAG Report including E & O Highlight Report (EB/Sep08/34)**

4.1 The Board reviewed the SCS Portfolio RAG Report. The RAG report showed that several projects were currently marked as green, which highlighted that they were on track for completion on the due date.

## **5.0 AOB**

- 5.1 The Board were notified that LW was now the main point of contact for Secretariat. This is due to the departure of Fiona Duncan who has been seconded to the Scottish Government. The Board expressed their thanks to Fiona who had been the Secretary to the EB and SB.
- 5.2 The Board were reminded that the Senior Manager's Conference was due to take place on 1 and 2 October 2008.

## **Next Meeting**

The next meeting will take place on Wednesday 29 October at 10.00am in Hayweight House.

**Signed:**

**(Chair)**

**Date:**