



# MINUTES

## Executive Board

**Wednesday 17 December 2008 at Hayweight House**

**Present:**

Eleanor Emberson	Chief Executive (EE)
Eric McQueen	Director of Field Service (EMcQ)
Gordon Wales	Director of Operational Support (GW)
Alastair Sim	Director of Policy and Strategy (ASim)
David Forrester	Deputy Director Field Service – Delivery (DF)
Alan Swift	Director – Personnel and Development Unit (ASwift)
Nicola Bennett	Director of Finance (NB)
David Morris	Director – IT (DM)
Graeme Marwick	Principal Clerk of Session and Justiciary (GM)
Gillian Jewell	Director – Property and Services Unit (GJ)

**Also Attended:**

Stephen Coulter	Deputy Director; Planning & Performance Management (SC)
Susan Whiteford	Head of Corporate Communications (SW)
Laura Wiles	Secretariat (Minutes)

**Apologies for absence:**

Cliff Binning	Deputy Director Field Services – Development
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### 1.0 Minutes of the Last Meeting

1.1 The minutes of the last meeting were cleared.

## 2.0 Matters not arising elsewhere

2.1 An update was given on the following action point:

3.2 EMcQ advised that meetings with the Sheriffs Principal had been arranged to discuss Part-time Shrieval resources and that he would report back to the meeting in January.

**Action: EMcQ to report back to the Board in January with the outcome of the meeting to discuss Part-time Shrieval Resources with the Sheriffs Principal.**

2.2 The Board discussed the outcome of the Staff Survey senior management briefings and it was agreed that the staff survey should stay on the Executive Board (EB) agenda for the next few months.

**Action: An item on Staff Survey is to be put on the January, February and March Agenda.**

EE thanked those involved in the Staff Survey senior management briefing which took place on 5 December.

## 3.0 Performance Framework (EB/Dec08/45) including Estates report and Finance issues (EB/Dec08/46)

3.1 The updated Performance Framework was presented to the Board and the following points were raised:

- It was advised that the figures were unavailable for the Payment Performance in November due to the 10 day target introduced by the Scottish Government, meaning that there was no data available for performance on 30 days.
- It was noted that a new measuring tool was being used within the Service Delivery targets, which may account for the drop in post-court procedures.

**Action: EMcQ to look at the Service Delivery Targets and advise SC whether the definitions need to change.**

3.2 The Board were updated on the latest financial position and discussions took place around particular issues which were flagged up.

- The Board were advised that the main change to the financial situation as of the end of November was that there was an underspend showing rather than an overspend due to additional fee income.
- The Capital budget was showing red, though a tentative agreement with Justice Partners was hopeful.

3.3 The Board were updated with the latest Estates issues and discussions took place around particular issues which were flagged up.

- It was confirmed that Unification works in Glasgow were completed on time.
- The work to the new court in Alloa is now complete.

**Action: EE to visit Alloa Sheriff Court in 2009 to see the new Court.**

- It was noted that an issue over music licensing in the courts had been raised by the Performing Rights Society (PRS). It is currently unclear what the financial implications of this will be.

#### **4.0 Fines Enforcement Data**

- 4.1 EMcQ updated the Board with the work taking place on Fines Enforcement Data. It was noted that although the general position was quite stable, work was needed to increase the number of fines payments overall, though figures are only being seen in unified areas. The Board agreed that it would be useful to see the updated figures every quarter.

**Action: An agenda item on Fines Enforcement Data to be added to the EB schedule of business on a quarterly basis.**

#### **5.0 Corporate Risk Register (EB/Dec08/47)**

- 5.1 The Board reviewed the Corporate Risk Register one risk at a time to ensure that each risk had the correct responsible person assigned, the correct actions required and the correct controls noted.

- 5.2 The Board discussed whether the correct risks had been captured and if there were any amendments to be made in this respect:

- Discussion around whether or not the Staff Survey/staff engagement was articulated within the risk register correctly took place. Ways of properly monitoring staff engagement was discussed and it was agreed that the Board should have a plan on monitoring this, available by the end of the financial year.

**Action: EB members to discuss methods of monitoring staff engagement throughout SCS at the March meeting.**

- The Board agreed that there should be a specific risk incorporating this risk and that EE would be the risk-owner, though not responsible for all the actions.

**Action: ASwift to send the captured risk on Staff issues to the EB for comments.**

- 5.2 It was agreed that the Board would revert to looking at the headline risks at the next Board meeting now that the overall register had been thoroughly reviewed.

## 6.0 Project RAG Report

- 6.1 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.
- 6.2 The Board discussed those projects currently marked as amber and the reasons why this was:
- Livingston project is marked as green, but should be sitting at amber. There had been issues with the High Court and the Linlithgow sheriff's, but these had now been resolved.
  - The Vulnerable Witness project is showing amber, due to the proposed remote site at Maryhill being rejected as unsuitable. Other sites are currently being investigated.
  - The Digital Recording project had been halted temporarily to deal with operational issues. This was now recommenced and work was taking place to ensure delivery by the original scheduled date.

## 7.0 Sustainability Update

- 7.1 The Board received a verbal update on sustainability issues. It was agreed that a formal report will be presented to the Board at the February meeting.

**Action: Formal report to be presented to the Board at the meeting in February.**

## 8.0 Any Other Business

- 8.1 It was confirmed to the Board that the Scottish Court Service Annual Report was due to be laid before Parliament today and that copies will be available from next week. It was agreed that the method of dealing with next year's Annual Report should be reviewed.
- 8.2 *Part of the record of the discussion under this agenda item is considered exempt from publication at this time and has been redacted*
- 8.3 The Board were notified that Janet Blackstock had completed her MBA successfully. There was some discussion over whether Board members would be able to view the dissertation.

## Next Meeting

The next meeting will take place on Wednesday 28 January at 10.00am in Hayweight House, Edinburgh.

**Signed:**

**(Chair)**

**Date:**