



MINUTES

Executive Board

Tuesday 23 June 2009 in Hayweight House

Present:

Eleanor Emberson	Chief Executive (EE)
Eric McQueen	Director of Field Services (EMcQ)
Cliff Binning	Deputy Director Field Services – Development (CB)
Alan Swift	Director – Human Resources Unit (AS)
David Morris	Director – IT (DM)
Graeme Marwick	Principal Clerk of Session and Justiciary (GM)
Gillian Jewell	Director - Property & Services Unit (GJ)
Nicola Bennett	Director of Finance (NB)

Also Attended:

John Anderson	Interim Secretary (JA)
Stephen Coulter	Deputy Director; Planning & Performance Management (SC)
Susan Whiteford	Head of Corporate Communications (SW)
Gerry Wilson	Risk and Project Co-ordinator (GWilson) (Agenda Items 4 & 5)
Marilyn Riddell	Head of Policy & Legislation (MR) (Agenda Item 8)
Margaret Peattie	Secretariat Business Manager (Minutes) (MP)

Apologies for absence:

Gordon Wales	Director of Operational Support (GW)
David Forrester	Deputy Director Field Services – Delivery (DF)

1. Welcome and Introductions

1.1 EE welcomed everyone to the meeting.

2. Minutes of the Last Meeting

2.1 The minutes of the last meeting were approved.

3. Matters not arising elsewhere

3.1 Action points from the last meeting were cleared.

Integration of Scottish Criminal Justice Systems (ISCJIS)

3.2 No remit had yet emerged from the group which was considering extending the electronic exchange of information to documentary productions.

Action: EMcQ would follow this up and discuss along with JA to consider who should be involved in any discussions and how interested parties should be advised of the proposals.

Single Civil Service Survey

3.3 EE advised that she had written to the Scottish Government's Head of Human Resources and would notify Board members of any response later.

4. Performance Framework (EB/Jun09/31) including Estates report and Financial Issues as necessary

4.1 The revised Performance Framework was presented to the Board and discussed. It was noted that the frequency of use of remote links for vulnerable witnesses to give evidence (C113a) continued to show a decrease.

4.2 Performance in relation to staff in post v complement (OST 6) should be shown as red rather than green.

Action: SC to revise the Framework to show performance on staff in post v complement as red.

4.3 The Board received an oral report on Estates issues. Changes to the scheduling of payments for the redevelopment of Parliament House had released some capital funding for this year. It was agreed that these monies be added to the Estates capital budget to be allocated to priority projects by the Estates Board.

4.4 A further meeting had been arranged with Strathclyde Police to discuss the custody arrangements at Oban and Reliance had been invited to attend.

4.5 An independent report on a fuel leak at Glasgow sheriff court had been received and the Board commended the team involved in managing the incident on the day. It was agreed that GJ should consult interested parties on the recommendations in the report and prepare an options paper for the EB.

Action: GJ to consult on the recommendations of the report and prepare an options paper for the EB.

5. Corporate Risk Register (EB/Jun09/32)

5.1 The Board reviewed each of the risks currently included in the Corporate Risk Register and discussed whether they were shown at the right level. It was agreed that:

- Risk 328 (Liquidity) should be removed and added to the Finance Risk Register;

- Risk 2 (Budget) would be moved to likelihood rating 4 (likely);
- Risk 219 (Business Resilience) be re-drafted as “Incidence which Challenges Business Resilience” and moved to likelihood rating 4 (likely);
- Risk 130 (Loss of Data) be moved to impact rating 3 (moderate) and likelihood 4 (likely);
- Risk 20 (Loss of Court Accommodation) should remain as a risk but be recast;
- Risk 9 (Change programme) should remain but move to rating possible/major; and
- Risks 12 (Performance Management) should be amalgamated with Risk 11 (Governance) and moved to rating 2 (unlikely) 3 (moderate).

Action: GJ to review the risk on Loss of Court Accommodation and update the action and contingency details.

5.2 On reviewing payment performance (Risk 360) concerns were expressed that most recent figures showed a reduction in the percentage of invoices paid within 10 days. This had been largely due to a misunderstanding of the guidance by staff in one particular court and staffing shortages in another high volume court; that had a significant impact on overall corporate performance.

5.3 Training and awareness sessions for staff were planned and it was agreed that the Scottish Government payment performance results be circulated weekly so that any problem areas were picked up and resolved as soon as possible. The finance team would assist those in the field where required.

Action: NB to ensure that weekly performance reports are copied to EE. An update on the training and awareness programme would be given to the next meeting.

5.4 The Board discussed business resilience and SC gave an update on contingency planning for the swine flu pandemic. He had met with Scottish Government and justice partners and follow up action would now be taken forward at local level. The Board stressed the importance of all local managers having up-to-date contact lists in place with named substitutes for key decision making staff.

5.5 The need for a template for a robust and simple contingency plan based on a particular scenario was also discussed. SC had prepared a top level plan which had been circulated to the senior management team. EE asked Board members to ensure that key contacts and their deputies were correctly identified. It was agreed that local plans should be tested to ensure that the contingencies being put in place were realistic and workable.

Action: All to read over the top level plan to ensure that named individuals were shown in the correct places and deputies contact details were included and advise SC of any changes required.

Action: All to ensure that testing of local plans is undertaken.

5.6 The risks around the budget (Risk 2) would be reviewed as part of the budget discussion at the September EB, by which time the Scottish Government would have drafted the Budget Bill. The Board reiterated its earlier decision that any proposal to employ permanent staff over complement must be signed off by it.

5.7 More work was required in relation to Diversity legislation and the risk relating to diversity issues should be brought back to the Board in the autumn for an update on progress and further discussion.

Action: EMcQ to ask Diversity Group to review legislation and provide a report for discussion at an EB in the autumn.

5.8 The Scottish Government would be setting sustainability targets and a corporate risk should be added to the register in relation to this subject.

Action: GJ to discuss with Mark Adderley the addition of a risk on sustainability to the Corporate Risk Register.

5.9 EE asked all risk owners to look at the revisions made and provide GWilson with comments on controls etc. He would provide the revised corporate risk matrix in electronic format to reflect the outcome of the Board's review.

Action: GWilson to update the corporate risk matrix and circulate to the EB.

Action: All risk owners to look at the revisions and provide GWilson with comments on controls etc.

6. Project RAG Report including Efficiency & Opportunity Highlight Report (EB/Jun09/33)

6.1 The Board reviewed the report and GM advised that a project board, including a judge and a sheriff, had been set up to look at issues on digital recording in court. It was hoped that this group would be able to resolve matters in a fairly short timescale.

7. Financial Results 2008/09 (& 2009/10 – May) (EB/Jun09/34)

7.1 A summary report of the financial results for 2008/09 was presented to the Board and it was considered helpful to receive them in this format.

7.2 EE reminded the Board that, in line with Scottish Government Procurement shared service arrangements, the use of SG collaborative contracts should be regarded as compulsory. If anyone was aware of an area where the use of a central contract would result in significant additional cost to SCS, this should be brought to EE's attention immediately.

7.3 The Board also considered the outturn for the first two months of the current financial year. It was noted that recovery on fines was less than forecast and there were concerns about the operational costs arising from jurors' expenses and the provision of medical reports. Budget profiles would be revisited in the autumn.

Action: EMcQ to look at the figures on fines recovery.

8. Management Information System and Fines Enforcement Data (EB/Jun09/35)

- 8.1 SC presented his report to the Board. An in-house steering group Chaired by EE had been set up to oversee the MIS review. The MIS team had looked at the range of data on the National Criminal Justice Board system and would consult managers in the field to understand what they need from the SCS system. Cost options and cost benefits would be brought back to the EB.
- 8.2 Consideration was being given to the composition of the MIS team and a report and a person specification would be submitted to the steering group by the end of June.
- 8.3 A report had been prepared showing top slice information on fines which would be used as a template for publishing fines enforcement data.

Action: All to provide SC with comments on the template for fines enforcement data by 30 June.

9. Legislative Programme Review (EB/Jun09/36)

- 9.1 MR gave an overview of the legislative programme, highlighting areas which would have the greatest impact on SCS. MR had raised concerns with policy colleagues about a last minute amendment to the Coroners and Justice Bill about sentences involving disqualification which, if enacted, could have a major impact on courts. MR would raise this back to Board level if necessary.
- 9.2 The Board heard that recommendations brought forward by the Scottish Government's Repossessions Group would generate work for courts. Eric Cumming had been asked to assist Jane MacDonald in working with policy colleagues in SG on the development and implementation of the SG response to the recommendations.

10. Learning at Work Week – Feedback from Visit to HQ (EB/Jun09/37)

- 10.1 The Board noted that feedback from those attending this event was very positive and it was agreed that similar events should be held in the future – not only as part of Learning at Work Week. Another day would be held in the autumn and all HQ units would be invited to host sessions.

11. Annual People Scorecard 2008/09 (EB/Jun09/37)

- 11.1 The Scorecard was reviewed and AS invited the Board to indicate what further data they would like to see there. The EB saw this as a useful document which could be presented to the Strategic Board and published on the HRU intranet and webpage.

12. Any Other Business

Investors in People (EB/Jun09/39)

- 12.1 Consideration was given to the assessment requirements of liP re-accreditation and the Board agreed that SCS should proceed with this and identify an liP champion to lead the process. liP Scotland had indicated that they would be agreeable to

postponing the review until early next year in view of the relocation to Saughton House and this was considered appropriate.

Action: EMcQ to advise who will champion the liP re-accreditation process.

12.2 AS advised that part of the process involved completion of an on-line evaluation and it was agreed that the EB should look at this and discuss at the next meeting.

Action: AS to email to EB members the link to the electronic liP evaluation.

Action: All to view the evaluation system and discuss it at the next meeting.

Next Meeting

The next meeting will take place on Wednesday 29 July 2009 at 10.00am in Linlithgow Sheriff Court.

Signed:

(Chair)

Date: