



MINUTES

Executive Board

Thursday 24 July 2008 at Hayweight House, Edinburgh

Present:

Eleanor Emberson	Chief Executive (EE)
Eric McQueen	Director of Field Service (EMcQ)
Alastair Sim	Director of Policy and Strategy (ASim)
Gordon Wales	Director of Operational Support (GW)
Cliff Binning	Deputy Director of Field Services – Development (CB)
Nicola Bennett	Director of Finance (NB)
Alan Swift	Director – Personnel and Development Unit (ASwift)
Gillian Jewell	Director – Property and Services Unit (GJ)
David Morris	Director – IT (DM)

Also Attended:

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

Apologies for absence:

David Forrester	Deputy Director of Field Services – Delivery
Graeme Marwick	Principal Clerk of Session and Justiciary

1.0 Minutes of last meeting

- 1.1 The minutes of the meeting of 25 June were approved by the board, subject to recording Stephen Coulter as being absent.

2.0 Matters not arising elsewhere

- 2.1 The action points from the previous meeting have either been cleared or are not yet due.
- 2.2 Action point 4.1 falls as this matter has been overtaken at another forum.
- 2.3 *Part of the record of the discussion under action point 5.3 is considered exempt from publication at this time and has been redacted.*
- 2.4 The Board received an update on action point 7.2.1. Further information has been passed to treasury and a written response is awaited.

Action: Irene Andrew to follow this up in late August.

- 2.5 The Board received an update on action point 8.2.1. , further discussions are to be held at the Estates Monitoring Group meeting today.

3.0 Local Business Plan Updates including Risk Registers (EB/Jul08/28)

- 3.1 The Board carried out a review of the Local Business Plans and noted the position with each, the objectives showing amber were discussed and updates provided.
- 3.2 The Board expressed their thanks to the Property and Services Unit (PSU) and congratulated them for meeting the very tight project deadlines required in setting up and renovating the venue for the ICL inquiry at Maryhill Community Hall. Their contribution had been well recognised by the Inquiry team and other stakeholders.
- 3.3 The Board received an update on the Performance Framework; templates are being developed and a revised version of the document was presented to the Board.

Action: (1) SC to forward an electronic copy to the Executive Board (EB) for comment; (2) EB to confirm that reports are submitted monthly for information and reviewed in detail quarterly; (3) EB to ensure clear reasons are stated for red, amber or green status

- 3.4 Given the current workload the Board agreed to carry out a review of support services provided by Finance, Procurement and IT.

Action: (1) EE to instigate Organisational Development discussions and an analysis of central support bench marking against other organisations; (2) Once the analysis has been carried out a recommendation on the way forward is to be brought to the EB for consideration.

- 3.5 Discussions took place in relation to the ability to extract Management Information (MI) from COP II+ to link into the Scottish Government (SG) MI and Summary Justice Reform data as requested by SG for September.

Action: (1) SC to clarify for EMcQ what information is able to be extracted and how it will be used; (2) EMcQ, SC, Gerry Dawson and Ian Clark to hold an early meeting to discuss the functional specification sign off.

- 3.6 The Board carried out a review of the Risk Registers associated with Local Business Plans and discussed the qualities of the 4Risk System. Gerry Wilson presented a highlight report to the Board showing the current registers on the system. Discussions took place on various aspects including the level of information which has actually been input into the system and what was being pulled through to the reports produced.

Action: (1) Field Services Directorate (FSD) to hold a workshop to develop best working practices for risks; (2) Gerry Wilson to compile a list of 4 Risk user issues to share with the Board for incorporation in the improvement plan; (3) Gerry Wilson and EE to meet to discuss management use of Risk Registers and how these may be robustly interpreted.

4.0 Distribution of Budget Surplus (EB/Jul08/30)

- 4.1 The paper was presented to the Board and the position was noted. Discussions took place to the identified high priority cases to be addressed by use of this surplus.
- 4.2 The Board agreed that a recommendation should be made to the Strategic Board (SB) for the creation of a contingency fund to mitigate against the risk identified of a possible shortfall in fee and fines income and the possible effects of higher than expected inflation.
- 4.3 The Board agreed to use the balance of funding for the development of the Strategic Partnership initiative; the evaluation of Sheriff Clerk and Sheriffdom Business Manager Roles; the development of the Workforce Planning Tool; and the remaining surplus to be passed to PSU to be used for compliance and essential maintenance work.

Action: GW to incorporate the foregoing into a paper for circulation to the SB by the end of next week seeking their agreement.

5.0 Finance Report (EB/Jul08/27)

- 5.1 The paper was presented to the Board and they were advised that at this stage in the year spending was £0.33m ahead of budget. The Board noted the position as set out in the paper.

6.0 Estates Report

- 6.1 The Board received a verbal update. The main area of concern was around the pressure on the revenue budget in relation to minor works. This is to be discussed at the Estates meeting which follows on from this meeting. All works are proceeding to plan and full updates will be provided at the Estates meeting.

7.0 AOB

7.1 Pay Remit - *Part of the record of the discussion under this agenda item is considered exempt from publication at this time and has been redacted*

7.2 The Board agreed that the revised format and style of wording for Board minutes should be used for all meetings of a formal nature.

Action: Secretariat to circulate the templates.

7.3 St Andrews Day Holiday – The Board gave further discussion to this given that the Crown Office and Procurator Fiscal Service (COPFS) had yesterday circulated notification to COPFS staff of the timescale for this year's holiday.

Action: The Board to reconsider the matter and make an early decision in relation to SCS and the holiday this year.

8.0 Sustainability Presentation (EB/Jul08/29)

8.1 The Board welcomed Alan Stevenson, Sustainability Manager, PSU to the meeting.

8.2 The Board received a presentation on sustainability which highlighted the moral and compliance obligations in relation to sustainability facing SCS. The presentation gave the Board much to consider.

8.3 The Board gave a commitment to work towards reducing emissions by meeting the targets within the legislative timescales.

Action: (1) To set up a programme to tackle the issues highlighted in the presentation; (2) To work up ideas for a communications strategy to link into the work; (3) To come back to the EB in November with an update on the work/proposals to date.

Next Meeting

The next meeting will take place on 27 August 2008 at 10.00 a.m at Falkirk Sheriff Court

Signed:

Chair

Date: