



# MINUTES

## Executive Board

**Wednesday 25 February 2009 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)
Cliff Binning	Deputy Director Field Services – Development (CB)
Alan Swift	Director – Human Resources Unit (ASwift)
Nicola Bennett	Director of Finance (NB)
David Morris	Director – IT (DM)
Graeme Marwick	Principal Clerk of Session and Justiciary (GM)
Mark Adderley	Acting Head of Service Development (MA)

### **Also Attended:**

Susan Whiteford	Head of Corporate Communications (SW)
Margaret Peattie	Secretariat Business Manager (MP)
Steven Green	Corporate Accountant (SGreen)
Laura Wiles	Secretariat (Minutes)

### **Apologies for absence:**

Gillian Jewell	Director – Property and Services Unit (PSU) (GJ)
Stephen Coulter	Deputy Director; Planning & Performance Management (SC)
John Anderson	Interim Secretary (JLA)

## **1.0 Welcome and Introductions**

- 1.1 MP was welcomed to the meeting and it was noted that she would be in attendance at future meetings.

## 2.0 Minutes of the Last Meeting

- 2.1 The minutes of the last meeting were cleared subject to an amendment to paragraph 4.1.2 relating to the Performance Framework and the perceived reason for the dip in a few of the Service Delivery Targets.

## 3.0 Matters not arising elsewhere

- 3.1 All action points from the last meeting were cleared.
- 3.2 EE asked for clarification of the date when the Scottish Children's Reporter Administration (SCRA) is due to visit the Scottish Court Service (SCS) to view the payroll system.

**Action: Secretariat to speak to SCRA to find out the arranged date of the visit to SCS.**

## 4.0 Performance Framework (EB/Feb09/05) and High Level Risks including Estates report (EB/Feb09/06) and Finance issues (EB/Feb09/07)

- 4.1 The updated Performance Framework was presented to the Board and the following points were raised:
- It was noted that the Court Performance Indicators were showing that, in general, targets were progressing well. The number of cases where an extension of the 140 day time bar is granted was still an item of concern and it was confirmed that this would be raised with the Crown Office and Procurator Fiscal Office (COPFS) in a meeting next week. It was pointed out that the target relating to the waiting period of personal injury cases in the Court of Session should not be highlighted as red, as the number of months showing is within the recommended time.
  - It was noted that SCS were successfully responding to all requests for remote links within the courts and facilities were made available when requested.
  - The Board discussed payment performance in relation to the 10-day target. It was noted that EASEbuy had been rolled out to all courts now, which should help improve performance. It was recognised, however, that there was still a lot of work required to bring SCS targets up and that staff required support and assistance. It was agreed that the Scottish Government (SG) be asked to provide help to staff in high volume areas and that all staff be encouraged to make more use of the Finance helpline.
- Action: (1) SG to request help from the Scottish Government in running workshops for staff on EASEbuy and flag up that SCS processes are not the same as those in core departments. (2) SW to headline payment performance in the Core Brief. (3) SGreen to prepare staff briefing for managers on payment performance.**
- 4.2 The Board reviewed the Corporate Risk Register and discussions took place around particular risks which were flagged up.

- It was agreed that there should be a risk added in relation to the 10-day target for payment processing.

**Action: NB to add risk on payment performance to the Corporate Risk Register.**

4.3 The Board were presented with the bi-annual written estates report and MA gave a summary of the latest issues.

- The lease for the former district court building at Parliament Square had been agreed yesterday.
- MA reported that he had met with Justices at Annan District Court and that a good discussion had taken place around the unification of South Strathclyde, Dumfries and Galloway.
- It was noted that the staff had successfully moved back into the building at Dumbarton Sheriff Court.
- DM requested that the latest PDF floor plans for the estate buildings were made available to selected IT staff.

**Action: PSU to give access to IT of latest PDF floor plans.**

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

- It was noted that both forecasting and overall spend were both on budget. There was slight uncertainty over the re-evaluation of the estate and there would be until all the evaluations are received.

## **5.0 Planning and Budgeting 2009/10 (EB/Feb09/11)**

5.1 *Part of the record of the discussion under this agenda item is considered exempt from publication at this time and has been redacted.*

## **6.0 Sustainability Update (EB/Feb09/08)**

6.1 It was agreed that due to pressure of time, the Sustainability Update would be discussed at the March EB meeting.

**Action: Secretariat to ensure that the Sustainability Update should be included on the March EB agenda.**

## **7.0 Staff Survey (EB/Feb09/09) (EB/Feb09/12)**

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

## **8.0 Data Handling/Security Arrangements (EB/Feb09/10)**

8.1 The Board discussed the issue of the storage and handling of information within SCS and the work underway within the SG to produce guidance to support organisations in the safe and secure handling of such information. The recommendations within this guidance have formed the basis of work already underway in SCS and the EB are now being asked to fulfil their role in these recommendations by helping to gather an overall record of the information assets and the associated owners.

**(1) Action: Each director to identify all the information assets and their owner by the end of the financial year. (2) Action: Once identified, the owners are to review and complete an assessment of each information asset by 30 June 2009. (3) Secretariat to include an regular item on Data Handling on the EB agenda every 3 months and to include an item on the April meeting.**

## **9.0 International Financial Reporting**

9.1 It was decided that this item would be discussed at the March EB meeting.

## **10.0 Any Other Business**

10.1 There was no other business.

## **Next Meeting**

The next meeting will take place on Wednesday 1 April 2009 at 10.00am in Hayweight House, Edinburgh.

**Signed:**

**(Chair)**

**Date:**