



MINUTES

Executive Board

Wednesday 25 June 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 Field Services – Development (CB)
David Forrester	Deputy Director Field Service – Delivery (DF)
Nicola Bennett	Director of Finance (NB)
Alan Swift	Director – Personnel and Development Unit (ASwift)
Graeme Marwick	Principal Clerk of Session and Justiciary (GM)
David Morris	Director – IT (DM)

Also Attended:

Susan Whiteford	Head of Corporate Communications (SW)
Fiona Duncan	Head of Secretariat
Craig McCorkindale	for G Jewell, Property and Services Unit (CM)

Apologies for absence:

Gillian Jewell	Director – Property and Services Unit
Stephen Coulter	Deputy Director; Planning & Performance Management

1.0 Minutes of last meeting

- 1.1 The minutes of the meeting of 28 May were approved by the board, subject to incorporating some comments which had not been submitted by the deadline.

2.0 Matters not arising elsewhere

- 2.1 The action point under item two of the previous minutes (additional resources) - the deadline has been extended until the end of July for suggestions. All the other action points from the previous meeting have been cleared or reviewed.

Action: EB to update and review all risks on the Corporate Risk Register by 14 August

3.0 Project RAG Report (EB/Jun08/25)

- 3.1 The Board carried out a review of the Project RAG Report noting the position in relation to the projects at amber.
- 3.2 In relation to Livingston Civic Centre the Board were advised that discussions with the judiciary are ongoing.
- 3.3 The Board noted the position for the Efficiency and Opportunity Programme (E&O) and that the last major check stage was carried out in April by the Strategic Board (SB). It was agreed that future E & O highlight reports be included on the Project RAG Report for the Executive Board (EB).

Action: E & O High light Reports to be included on future Project RAG Reports

- 3.4 The Board were advised that responses to the Civil Courts Review consultation were being considered by the Project Board before going to the Policy Group with proposals for testing. It is likely that Scottish Court Service (SCS) will be required to do some analysis/modelling on any suggested proposals.

4.0 Project Portfolio Review

- 4.1 Policy and Strategy Directorate (PSD) were carrying out a review of the projects which are either live or proposed to ensure that there is sufficient project management resource available. The business plan that was signed off for PSD is likely to need to be reviewed now that the workload for both existing and proposed projects is becoming clearer. The Board might have to consider reallocation of existing resources.

Action: A paper incorporating all SCS existing and planned projects to go before the August EB providing details of project and organisational impact

5.0 HQ Location (EB/Jun08/24)

- 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 2007/08 Annual Accounts (EB/Jun08/23)

- 6.1 A paper was presented to the Board setting out the financial performance to 31 March 2008 and providing a draft set of 2007/8 accounts. The Board noted that the results are in line with projections and an under-spend of £0.1m will be recorded. A

concern around a slippage in paying invoices promptly was raised and the Board agreed remedial actions.

Action: (1) EB members to reinforce the need for invoices to be passed to the central processing branch as soon as possible. (2) Central processing branch to be made aware of all disputed invoices as soon as possible so that these can be recorded on SEAS

7.0 Finance Report (EB/Jun08/22)

7.1 The Finance Report was presented and the Board noted the financial position for the period to end of May 2008 including key issues and risks.

Action: GM to prepare an analysis report on the Court of Session Fess Income for the July EB

7.2 In relation to fines retention for Justice of the Peace courts, the Scottish Government has written to the Treasury to obtain consent for SCS to retain the fines income but there has been no response to date. It was reported to the Board that management information is not yet available to support the figure for retained fines since unification.

Action: (1) EE to progress a response from Treasury; (2) DM to investigate management information available since unification; (3) DF to forward reports on financial income for fines recovery in the unified courts that are used in Glasgow; (4) All of the above action points to be carried out and reported back on to the July EB.

8.0 Written Estate Report (EB/Jun08/26)

8.1 The Estates Report was presented and the Board noted the position. The Board were advised that there continues to be pressure on the budget. GW would review the scope to make commitments on estate projects now that Fees Orders covering the whole Spending Review period have been passed by the Parliament.

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*

In respect of a recent incident, dealt with satisfactorily, it is noted there is a need to make HQ aware of incidents as quickly as possible.

Action: (1) EB members were asked to remind staff of the need to make the Health and Safety branch at HQ aware of any security incidents as they happen; (2) One point of contact within HQ is to be identified by the Security Committee and all staff notified of this

9.0 AOB

9.1 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*

Signed:

Chair

Date: