



MINUTES

Executive Board

Wednesday 26 November 2008 at Stirling Sheriff Court

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 – 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)
David Currie	Head of Service Delivery (DC)

Also Attended:

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

Apologies for absence:

Gillian Jewell	Director – Property and Services Unit (GJ)
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1.0 Chartermark Presentation

- 1.1 EE presented the staff at Stirling Sheriff Court with their Chartermark certificate and congratulated them on the achievement. The Board expressed their thanks to Stirling Sheriff Court for hosting this month's Executive Board (EB).

2.0 Minutes of the Last Meeting

2.1 The minutes of the last meeting were cleared.

3.0 Matters not arising elsewhere

3.1 EE updated the Board on the Public Sector Dialogue event which she had attended that morning.

3.2 Updates were given on the following action points:

5.3 SC advised the Board that changes to the Performance Framework regarding the number of training days delivered would take place in the next financial year.

5.5 EMcQ advised that the matter of Part-time Shrieval costs would be raised at individual meetings with the Sheriffs Principal meeting in December/January 2009.

Action: EMcQ to update the Board on Part-time Shrieval costs following these meetings.

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.

4.0 Performance Framework (EB/Nov08/40) including written estates report (EB/Nov08/43) and finance issues (EB/Nov08/41)

4.1 The updated Performance Framework was presented to the Board. The following points were raised:

- The new template to assist in the collection of service delivery targets was proving very helpful.
- Solemn sentence appeals showed a decline in October. This is currently being reviewed by the High Court Programming Board and the introduction of two criminal appeal courts next year was being investigated. The Megrahi appeal was expected to have an impact as it was due to run for more than 20 weeks.
- It was noted that more information was needed to make a considered view of the number of High Court trial adjournments. The return was currently being done manually, but should be better once COP II had been fully implemented.
- The average working days lost through short-term sickness will look different in a few months, as calendar days rather than working days are used.

4.2 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 there had not been much change since the last meeting. Overall spend is on budget, though there is still an overspend due to the transferral of Part-time Shrieval Resources to the Scottish Court Service (SCS).
- The Board proceeded to discuss the method of reporting finance information to the EB and Strategic Board (SB). The Board agreed that it was helpful to have both a high-level view of the financial information and a detailed version of what is being spent on what and by whom. It was also noted that it would be useful to include graphical information for the SB report.

(1)Action: NB to investigate the possibility of providing more detailed information on costs by the December EB. (2)Action: NB to revise the SB report to include graphs after liaising with Non-Executive members in early 2009.

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

- Delays with the work at Dumbarton Sheriff Court have meant that the court will move into the building on 24 February 2009.
- Urgent work is underway in the custody unit and court 2 at Glasgow Sheriff Court to provide additional accommodation for the District Court business.

5.0 Staff Survey discussion ahead of Senior Managers Briefing

5.1 The Board discussed how to best utilise the Senior Managers briefing scheduled to take place on 5 December 2008. It was agreed that two or three actions should be taken to the briefing, but no more.

Action Point: ASwift to prepare the agenda for the Senior Managers briefing on 5 December 2008.

6.0 Corporate Risk Register (EB/Nov08/42)

6.1 The Board reviewed the Corporate Risk Register and the following points and decisions were made in relation to updating the Corporate Risks:

- A control should be included in the Financial Resources risk regarding fines income reporting and an action should be included about the forthcoming spending review.

(1)Action Point: EE to update the Financial Resources risk to include a fines income reporting control and an action involving the forthcoming spending review.

- The controls and actions of the Change Programme risk are out-of-date and are required to be updated.

(2)Action Point: EE to update the controls and actions of the Change Programme risk and include the impact on staff of change.

- The difficulty of measuring 'efficiency' in the Failure to Deliver the Business Efficiently risk was noted.

(3)Action Point: EMcQ to investigate whether the title of the Failure to Deliver the Business Efficiently risk should be changed to something more measurable.

- The SCS skill base risk should be assigned to ASwift as an owner.

(4)Action Point: ASwift to become the risk owner of the SCS Skill Base risk and to update the controls so that they are more precise.

- It was agreed that the actions included in the risk on Physical Security Breaches needed updating. It was noted that a review of the production stores throughout the estate was underway.

(5)Action Point: ASwift and GW to update the Physical Security Breaches risk and to provide a Health and Safety/Security update to the EB in December.

- The Parliament House risk should be updated to reflect issues which are ongoing but not currently included.

(6)Action Point: GW to update the Parliament House risk to reflect current issues.

- The project review of additional court rooms which is currently in the control section in the risk to the Estate on Shifting Business Demands should be moved to become an action rather than a control.

(7)Action Point: GW to move the project review of additional court rooms from controls to actions in the Shifting Business Demands risk.

- It was decided that the risk on insufficient Judiciary and staff numbers should be split into separate risks.

(8)Action Point: EMcQ to separate the risks on Insufficient Judiciary and staff numbers.

- The risk on Inaccurate Statistical Data should be updated to reflect the work which has already taken place.

(9)Action Point: ASim to update the Inaccurate Statistical Data to reflect work already taken place and to add a red risk for fines enforcement data.

- The risk on Diversity Legislation needs to be fully updated.

(10) Action Point: EMcQ to update the risk on Diversity Legislation.

- It was discussed whether or not the risk on the Loss of Accommodation should be kept as a separate risk from Business Continuity.

(11) Action Point: GW to discuss the possibility of separating the risk on Loss of Accommodation from Business Continuity with SC.

- It was decided that the staff survey should be included within the risk on SCS Skill Base and that the title of the risk should be changed to incorporate this.

(12) Action Point: ASwift to include the Staff Survey in the risk in SCS Skill Base.

7.0 Hayweight House Update

- 7.1 The Board noted that all headquarters staff had now been informed of the relocation of Hayweight House to Saughton House, Edinburgh.

8.0 AOB

- 8.1 The Board were notified of the new 10-day payment target which had been introduced by the Scottish Government. This would lead to new invoice handling procedures being introduced to Headquarters staff today and the rest of SCS in January.
- 8.2 There was no other business.

Next Meeting

The next meeting will take place on Wednesday 17 December at 10.00am at Hayweight House, Edinburgh.

Signed:

(Chair)

Date: