



MINUTES

Executive Board

Wednesday 28 January 2009 at Hayweight House

Present:

Eleanor Emberson	Chief Executive (EE)
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
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)
John Anderson	Interim Secretary (JLA)
Mark Adderley	Acting Head of Service Development (MA)

Also Attended:

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

Apologies for absence:

Eric McQueen	Director of Field Service (EMcQ)
Gillian Jewell	Director – Property and Services Unit (GJ)

1.0 Welcome and Introductions

1.1 JLA and MA were welcomed to the meeting and introductions were made around the table.

2.0 Minutes of the Last Meeting

- 2.1 The minutes of the last meeting were cleared subject to the addition of the discussion around Janet Blackstock's dissertation.

3.0 Matters not arising elsewhere

- 3.1 All action points from the last meeting were cleared.
- 3.2 EE expressed her thanks to the Property and Services Unit (PSU) for the completion of the works at Alloa Sheriff Court and noted that the press interest had been positive.
- 3.3 *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/Jan09/01) and High Level Risks including Estates report and Finance issues (EB/Jan09/02)

- 4.1 The updated Performance Framework was presented to the Board and the following points were raised:
- It was noted that concern had been expressed at the Strategic Board (SB) meeting regarding the increase in the number of cases where an extension of the 140 day time bar is granted. The concern was regarding the possible lack of judicial resources and court rooms. It was agreed that this issue needs to be reflected in the business case being developed.
 - There had been a dip in a few of the Service Delivery Targets, though this was thought to be a result of December illness and is expected to rise again in the next few months.
 - There was a decrease in the payment of invoice performance and it was agreed that this was possibly due to invoices left unpaid during the Christmas period. It was noted that the Performance Framework was still tracking the previous 30 day target and it was agreed that the 10 day payment target should be included. The Board agreed that it was important to reiterate the importance of paying invoices on the day of receipt in order to meet the Scottish Government's (SG) target.

Action: (1) SC to include the 10-day payment target on the Performance Framework to reflect Scottish Government policy. Action: (2) SW to include the message on the 10 day target in the Core Brief. Action: (3) NB to speak to individuals once the targets on the key areas have been seen. Action: (4) DF and CB to speak to Business Managers at the next meeting on 13 February 2009.

- The staff in post vs. complement is showing a discrepancy as a result of the Glasgow District Court staff joining the Scottish Court Service (SCS).

Action: DF to speak to HRU regarding the staff numbers.

4.2 The Board carried out a review of the Corporate Risk Register and discussions took place around particular risks which were flagged up.

- It was agreed that the Corporate Risk Register should reflect the possible challenging position of the SG financial position in future years.

(1) Action: EE to update the Corporate Risk on living within budget to reflect possibly future position of the SG.

(2) Action: Future vision of SCS to be discussed at the March Executive Board (EB) meeting.

- It was noted that the staff capacity risk had been updated to reflect the staff survey issues.

(3) Action: ASwift to update the control on employee relations to show frequency of updates.

- It was agreed that the risk on the modernisation of the judiciary should be updated to reflect the ongoing options for the governance of the implementation of the Judiciary and Courts (Scotland) Act (JCA) which are currently being explored.

(4) Action: EE to update the modernisation risk to reflect the options for the governance of the JCA implementation which are currently being explored.

4.3 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 is an under spend in the revenue budget and that delays in the pay offer has meant that the pay underspend has increased further.
- The forecast for retained fines has been revised to show an under-recovery which could pose a risk over seeking agreement to keep fines.

Action: EE to flag the position on fines recovery to Alastair Brown.

4.4 The Board were advised that all the big estates projects were on track for completion, with Dumbarton scheduled for 20 March 2009. There were no other estates issues.

5.0 Annual Health & Safety/Security Report (EB/Jan09/03)

5.1 The Board were presented with the annual Health & Safety/Security Report and discussions took place around particular issues which were flagged up.

- There is still an issue of fire safety within courts with anxiety shown by HM Fire Inspectorate about items raised a few years ago which haven't been dealt with.

(1) Action: SW to include an article on fire safety in the Open Record to tie in with the article on accident reporting.

- It was noted that the mobile security teams are confiscating weapons when present at courts and that the majority of courts did not request the security teams permanently, just more frequently. Security issues are due to be discussed with the Association of Chief Police Officers in Scotland (ACPOS).

(2) Action: GW to discuss court security issues with ACPOS.

- It was noted that the number of Health and Safety incidents had reduced and that the new online tool for reporting such incidents and accidents goes live on 1 April 2009. It was confirmed that a poster campaign on reporting abusive behaviour would be displayed in courts.

(3) Action: SW to see the photo campaign when it goes out to the Courts.

6.0 Project Management Proposals (EB/Jan09/04)

- 6.1 The Board was updated on the project management proposals for SCS and the involvement in the Office of Government and Commerce's (OGC) proposals. It was noted that although SCS is too small to implement many of the proposals, SCS should be aligned with them as far as possible. The Board confirmed that they were content for SCS to take this approach.

7.0 Update on Part-time Shrieval Costs

- 7.1 The Board were updated on the latest position in relation to part-time shrieval costs. It was advised that Jill Clark's report had been circulated to the Sheriffs Principal and the Sheriffs Association and that SCS had met with all groups to discuss this report. It was noted that the next steps involve updating the report to reflect discussions.

8.0 Staff Survey Update

- 8.1 The Board were advised that the majority of the staff survey sessions had taken place and a summary of feedback will be available for discussion at the EB meeting in February.

Action: SW and AS to provide a summary of the staff survey sessions for the EB meeting in February.

9.0 Freedom of Information & Internal Audit

- 9.1 The Board were advised about a Freedom of Information (FOI) request which had been received requesting copies of the Internal Audit. The Board agreed that current audits should not be released due to the fact that they are work in progress. It was confirmed that historical audits could be released.

10.0 Any Other Business

10.1 There was no other business.

Next Meeting

The next meeting will take place on Wednesday 25 February at 10.00am in Hayweight House, Edinburgh.

Signed:

(Chair)

Date: