

MINUTES

Executive Board

Tuesday 29 July 2009 in Linlithgow Sheriff Court

Present:

Eleanor Emberson	Chief Executive (EE)
Eric McQueen	Director of Field Services (EMcQ)
Gillian Jewell	Director - Property & Services Unit (GJ)
Cliff Binning	Deputy Director Field Services – Development (CB)
Gordon Wales	Director of Operational Support (GW)
David Forrester	Deputy Director Field Services – Delivery (DF)
David Morris	Director – IT (DM)
Nicola Bennett	Director of Finance (NB)

Also Attended:

Gillian Prentice	Deputy Principal Clerk of Justiciary (GP)
Lisa Sellars	Head of HR Business Partnering (LS)
Stephen Coulter	Deputy Director; Planning & Performance Management (SC)
Susan Whiteford	Head of Corporate Communications (SW)
Margaret Peattie	Secretariat Business Manager (Minutes) (MP)

Apologies for absence:

Neil Rennick	Director – Policy & Strategy
Alan Swift	Director – Human Resources
Graeme Marwick	Principal Clerk of Session and Justiciary
John Anderson	Interim Secretary

1. Welcome and Introductions

- 1.1 EE welcomed everyone, noting that this would be the last Board meeting held in the Sheriff Court building in Linlithgow before its business transferred to the new court accommodation in Livingston Civic Centre.

2. Minutes of the Last Meeting

- 2.1 The minutes of the last meeting were cleared subject to re-numbering of paragraphs under Item 3.

3. Matters not arising elsewhere

3.1 Action Points from the last meeting were cleared.

Publication of Fines Enforcement Data

3.2 The draft was now being finalised and, when ready, would be circulated to the Board for clearance before publication.

Action: SW to circulate final draft of Fines Enforcement Data to the EB for clearance before publication.

4. Performance Framework (EB/Jul09/40) including Finance Report (EB/Jul09/42) and Estates Issues as necessary

4.1 The Performance Framework was presented to the Board for discussion. It was noted that payment performance had improved again. More use was being made of the EASEbuy system and an invoice register was being tested which would provide a more streamlined approach to invoice processing.

4.2 HR and Finance agreed to do further work to ensure that figures for staff in post and complement were up-to-date for the relevant scorecard indicator.

Action Point: LS to investigate how staff in post numbers were being measured, discuss with EB members as required and resolve the disparity between the Performance Framework and Finance Reports.

4.3 The Board noted that some revision of the target on Property Maintenance Backlog (OST 12) was required. The Estates Board was asked to balance aspiration against the budget pressures and propose targets which would aim to reduce the maintenance backlog over a period of several years.

Action Point: GW to review with the Estates Board the target on Property Maintenance Backlog and update the Performance Framework as appropriate.

4.4 Following the biannual review of the Corporate Risk Register last month, only one risk had been highlighted in this month's report. The parameters for the report should now be revised so that all the high level risks with controls were also included in the monthly report presented to the Board.

Action Point: Secretariat to discuss with Gerry Wilson changes to the parameters for extracting Risk Register information for the monthly report to the Board.

4.5 The Finance Report was presented to the Board. The half year exercise to review budget profiles had been delayed due to staff absence but work on this was in hand.

4.6 Summarising the outturn for the first three months of the year, it was noted that juror costs were higher than expected. There was anecdotal evidence of an increase in jurors from public sector organisations claiming loss of earnings. A dip sample of claims would give an indication of the volume of such claims and if the sample suggested there was a significant problem, this would be raised with policy colleagues in SG.

Action Point: NB to discuss with DF how best to take forward the work to identify any underlying reasons for the increase in jurors' claims for loss of earnings and flag up this issue with the Scottish Government's Head of Criminal Procedure.

- 4.7 Fines recovery figures over the first three months of the financial year were discussed. Projections would be considered in the re-profiling exercise and a further update would be provided for the next Executive Board.
- 4.8 The Board heard a summary report on estates issues. The Estates Board had met last week to consider competing projects against forecast budgets and to explore options for investing any emerging underspend in projects to realise savings in the longer term. A summary of costs/savings would be brought before the Executive Board in August.

5. Fuel Leak at Glasgow – Discussion Paper (EB/Jul09/43)

- 5.1 The Board discussed the recommendations set out in the paper and it was agreed that further investigation was required before any decision could be taken on the recommendation to decommission back-up diesel tanks. There was a need to be clear on what assumption was being made by Scottish Resilience about SCS's ability to continue business if there were fuel restrictions and whether other justice partners were dependent on Glasgow retaining the current level of reserve. An indication of any costs associated with options for decommissioning should be provided.
- 5.2 The remainder of the recommendations were agreed by the Board.

Action: SC to speak to Scottish Resilience colleagues about assumptions made on Glasgow Sheriff Court fuel reserves in central planning and if necessary to provide draft letters for EE to send to other justice bodies.

6. Data Handling/Security Arrangements (EB/Jul09/44)

- 6.1 A data handling update was presented to the Board. Progress was being made on developing an information asset register and an e-learning package designed to assist staff in understanding the requirements relating to data security was currently being assessed.
- 6.2 Some work would need to be done to raise awareness of compliance requirements relating to data security and it was agreed that this should now be taken forward.

Action: GW and EMcQ to discuss the development of a package of information and guidance to raise awareness of data security and provide the EB with proposals in September.

7. Investors in People – Evaluation System

- 7.1 Individual members of the Board had completed the on-line evaluation and the collated results were discussed. The Board would consider this further once all members had used the system and would review the emerging information.

Action: EMcQ and LS to discuss IIP re-accreditation system with Sherifdom Business Managers and HR Business Partners.

8. Review of Fire Safety Arrangements (EB/Jul09/45)

- 8.1 A paper on the Review of SCS Management Procedures in Fire Safety was received by the Board. The review was carried out by a working group set up to consider the current fire safety arrangements in SCS.
- 8.2 The group made several recommendations which were discussed by the Board. It was then agreed that a permanent Fire Safety Officer (HEO) should be appointed to assist and support sheriff clerks and building managers and ensure compliance with legislation and standards throughout SCS properties.

Action: GW to see that the actions proposed in the paper were now carried out.

9. Any Other Business

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

New Appraisal (IPR) System (EB/Jul09/46)

- 9.2 The Board received an update on progress being made in developing a new appraisal system and was invited to feedback any questions to LS.

Sustainability Officer Post (EB/Jul09/47)

- 9.3.1 A business case for the appointment of a Sustainability Officer was presented to the Board for discussion. The creation of this post would support the Sustainable Development Manager in implementing the Sustainability Plan and investigating grant funding opportunities for projects which would generate hard cash savings in the long term. The Board agreed to the appointment of this additional resource.

Action: GJ to go ahead with recruitment of a Sustainability Officer.

Next Meeting

The next meeting will take place on Tuesday 25 August 2009 in Hayweight House.

Signed:

(Chair)

Date: