



# MINUTES

## Executive Board

**Wednesday 29 October 2008 at Hayweight House, Edinburgh**

### **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)
Gillian Jewell	Director – Property and Services Unit (GJ)
Nicola Bennett	Director of Finance (NB)
David Morris	Director – IT (DM)
Graeme Marwick	Principal Clerk of Session and Justiciary (GM)

### **Also Attended:**

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

## **1.0 Presentation of Staff Survey Results by Enhancing**

- 1.1 The Board were given a presentation of the Staff Survey initial findings by Paul Reeve from Enhancing, the external company which ran the Survey.

**Action: ASwift to arrange a follow-up meeting between Paul Reeve, EMcQ and ASwift.**

## **2.0 Initial Discussion of Staff Survey Findings**

- 2.1 The Board discussed the initial outcome of the Staff Survey findings and decided that a communication from the Executive Board (EB) to all staff should be issued as soon as possible to send a clear message that the Board are grateful for those who took the time to complete the survey and that the findings will be taken seriously by Senior Management.

**Action: EE to arrange an email to all staff on behalf of the EB to advise of their initial reaction to the Staff Survey findings.**

- 2.2 The Board decided that the EB should be represented at the Senior Management staff briefing on 5 December and that a discussion would take place at the November EB meeting about the content of the staff briefings.

**Action: Item on Senior Management staff briefing to be placed on November agenda.**

- 2.3 It was decided that the three directorates and EE should identify the key three issues from the initial findings of the Staff Survey and think about how best to approach them ahead of the EB meeting in November.

**Action: EE, GW, ASim and EMcQ to identify key issues and how to approach them for discussion before the November EB meeting.**

- 2.4 The Board agreed that a report to all staff should be released within a few days of the senior management briefing on 5 December 2008.

## **3.0 Minutes of last meeting**

- 3.1 The minutes of the meeting of 24 September were approved by the Board subject to minor amendment.

## **4.0 Matters not arising elsewhere**

- 4.1 Further updates were given on the following action points:

3.1 SC advised the Board that no further development would take place on the Performance Framework document.

3.2 SC was asked to ensure that any further emails regarding Management Information System (MIS) requests are copied to DF when sending to Sheriffdom Business Managers.

3.4.1 EE advised the Board that she had updated the Corporate Risk Register and that further updates will be made ahead of the meeting in November. EE will speak to the relevant Board members about the changes.

3.4.2 SC told the Board that he will have further information about the Cauld Crow exercise at the November EB meeting.

## 5.0 Performance Framework and High-level Risks (EB/Oct08/35) including Finance (EB/Oct08/36) and Estate Issues as necessary

5.1 The updated Performance Framework was presented to the Board. The increase in service delivery targets, particularly commissary inventories, was noted, though it was suggested that this increase was most likely due to the end of summer holidays throughout the courts.

5.2 SC took the opportunity to express his thanks to those who are continuing to send in their management statistics to enable the Performance Framework to be updated each month.

5.3 Further points raised on the Framework were:

- The number of training days delivered showed a marked decrease, which was not necessarily a true reflection.

**Action: SC to think about how to record the number of training days delivered to take into account the overall trend being down.**

- The savings realised by procurement initiatives were blank as discussions were ongoing with the Procurement team over the problem with double-counting. The aim was to have this reflected accurately on the Performance Framework by next year.

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

- It was suggested that the top issues were not correct and that some changes to this would be required.

**(1) Action: EE to update the top issues on the Corporate Risk Register by the end of November.**

- It was decided that there was quite a number of changes required to the Corporate Risk Register.

**(2) Action: The full Corporate Risk Register is to be discussed at the November EB meeting.**

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

- There is still an unknown situation around pay due to the remit still being unconfirmed.
- With regards to the overspend in capital, it was noted that the Justice Capital Group will meet in December to make a recommendation to the Justice and Communities Management Board for adjustments to capital budgets in January.

- The overspend as a result of the transfer of Part-time Shrieval costs to the Scottish Court Service (SCS) could cause problems in future years unless sufficient budget cover is provided.

**Action: Field Services Directorate (FSD) to report back to EB in November on outcome of meeting with Sheriffs Principal on Part-time Shrieval costs.**

- 5.6 The Board were updated on the latest Estate issues and discussions took place around particular issues which were flagged up.
- The change in security team to Advance (formerly Securiplan) on 15 December 2008 was noted.
  - Court Unification in Glasgow is still on target for 8 December, though with significant operational risks. There are concerns over the building in Turnbull Street and SCS is waiting for the result of a structural report.

## **6.0 Business Planning Guidance (EB/Oct08/38)**

- 6.1 The Board were advised that the guidance this year was the same as last year's. SC advised that he would need the director overviews of their Business plans by the beginning of January in order for this to be discussed at the next Strategic Board (SB) meeting.

**(1) Action: Director overviews of their Business plans to SC by 8 January 2008.**

**(2) Action: Business Plans to be put on both the EB and the SB agenda in January.**

- 6.2 The Board were advised that the Planning and Performance department will be approaching people in the near future to invite comments on the business plan guidance.

## **7.0 Legislative Programme Review (EB/Oct08/37)**

The Board were presented with their six-month update on the Legislative Programme Review and discussions took place around particular issues flagged up.

- Discussions are taking place with Accountants in Bankruptcy (AIB) regarding the Bankruptcy and Diligence Act and who is to take the lead on delivering the Information Disclosure Order provisions.
- The Adoption and Children Act has slipped to June 2009.
- Big changes due on Succession in 2009/10 which will involve significant re-training of work.

## **8.0 Civil Courts Review (EB/Oct08/39)**

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

## **9.0 AOB**

9.1 The Board were reminded to copy EE into all Ministerial submissions.

## **Next Meeting**

The next meeting will take place on Wednesday 26 November at 2.00pm in Stirling Sheriff Court.

**Signed:**

**(Chair)**

**Date:**