



MINUTES

Executive Board

Wednesday 1 April 2009 at Hayweight House

Present:

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

Also Attended:

John Anderson	Interim Secretary (JA)
Susan Whiteford	Head of Corporate Communications (SW)
Stephen Coulter	Deputy Director; Planning & Performance Management (SC)
Margaret Peattie	Secretariat Business Manager (Minutes) (MP)
Steven Green	Corporate Accountant (SGreen)

Apologies for absence:

Alastair Sim	Director – Policy and Strategy (AS)
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1. Welcome and Introductions

1.1 EE welcomed everyone to the meeting.

2. Minutes of the Last Meeting

2.1 The minutes of the last meeting were cleared.

3. Matters not arising elsewhere

3.1 Action points from the last meeting were cleared.

3.2 Payment Performance – EASEbuy workshops and guidance

NB advised that a priority plan was being worked up and that this would be issued along with the briefing for managers being prepared by S Green as part of the drive to improve payment performance.

4. Performance Framework (EB/Mar09/13) and High Level Risks including Estates report and Finance issues (EB/Mar09/14) and Fines Enforcement Data Update (EB/Mar09/15)

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

4.2 The updated Performance Framework was presented to the Board and the following points were highlighted:

- There was a marked improvement in payment performance against the 10 - day target. The 50% performance achieved against target in February was showing further improvement in March (76%) and the Board recognised the considerable effort made by staff to achieve this improvement.
- SC advised that internal audit had provided interim verbal feedback on service delivery targets and would provide a full audit report in due course. DF had raised some issues regarding the accuracy of calculations in the spreadsheet used to collect the Service Delivery targets, which he felt might be misreporting performance.

Action: SC and DF to discuss and provide an update on service delivery data at the April meeting.

- It was noted that the target for remote links had slipped. DM reported that there had been three failures caused by network problems which had now been addressed. ESDU were checking all sites.

4.3 The Performance Framework had now been in operation for a year and SC invited feedback and comments on any changes required for the year ahead. He advised that a revised framework for 09/10 would be provided for the next Executive Board.

Action: All to provide feedback/comments to SC in relation to revision of the Performance Framework.

4.4 The Board reviewed the Corporate Risk Register and it was noted that the figures under “Risk Priority with controls” were all the same and shown at amber.

Action: SC to ask Gerry Wilson to investigate risk priority controls and update the register.

4.5 It was noted that Corporate Risk 9 “delivery of the change programme” required revision and that the risk relating to living within budget should be kept in view.

- 4.6 A summary of the latest financial position was provided. The Board would be advised of final outturn when end year adjustments had been made and the impact of the estate valuation was known.
- 4.7 Fines enforcement data had been provided and it was noted that the table showing budgets, projections and variance did not give a clear picture and required some clarification. A different format should be used for future updates.
- 4.8 The MIS team were working on the capture of data flow and plans were in place to analyse the figures being extracted from the system. An update would be provided at the May meeting.

Action: SC to provide an update on Fines Enforcement data for the May EB.

- 4.9 The Board received an update on estates issues. SJR work was being prioritised in SSDG and NS where more buildings were being taken over which had to be brought up to standard. Costs were being assessed and prioritised for consideration by the Estates Project Board. An update would be provided for the EB in April.
- 4.10 The arrangements for ensuring fire safety compliance were being reviewed.
- 4.11 The project RAG report was considered. There was a discussion on digital recording for courts and whether this should be removed from the report. It was agreed that this be re-instated as a project and that a project board be set up to drive the development of the system and draft an operational practice note for discussion with the Lord President.

Action: EM to set up project board to take forward the development of digital recording operations in court.

5. Planning and Budgeting 2009/10 (EB/Feb09/11)

- 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. Staff Survey

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

7. International Financial Reporting

- 7.1 The Board received an update and was advised that Audit Scotland had provided an assurance of compliance.

8. Sustainability Update (EB/Mar09/18)

- 8.1 Due to pressure of time, it was agreed that the Sustainability Update presentation should be taken at the top of the Agenda for the April meeting.

Action: Secretariat to put the Sustainability Update at the top of the March EB agenda.

9. Any Other Business

9.1 There was no other business.

Next Meeting

The next meeting will take place on Wednesday 29 April 2009 at 10.00am – venue to be confirmed.

Signed:

(Chair)

Date: