



# MINUTES

## Executive Board

**Wednesday 27 May 2009 at Hayweight House**

**Present:**

Eleanor Emberson	Chief Executive (EE)
Eric McQueen	Director of Field Services (EMcQ)
Gordon Wales	Director of Operational Support (GW)
Alastair Sim	Director – Policy and Strategy (AS)
David Forrester	Deputy Director Field Services – Delivery (DF)
Cliff Binning	Deputy Director Field Services – Development (CB)
Alan Swift	Director – Human Resources Unit (ASwift)
David Morris	Director – IT (DM)
Graeme Marwick	Principal Clerk of Session and Justiciary (GM)

**Also Attended:**

Stephen Coulter	Deputy Director; Planning & Performance Management (SC)
John Anderson	Interim Secretary (JA)
David Currie	Head of Service Delivery (DC)
Margaret Peattie	Secretariat Business Manager (Minutes) (MP)

**Apologies for absence:**

Gillian Jewell	Director - Property & Services Unit (GJ)
Nicola Bennett	Director of Finance (NB)
Susan Whiteford	Head of Corporate Communications (SW)

### **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 approved.

### **3. Matters not arising elsewhere**

3.1 Action points from the last meeting were cleared.

### **4. Performance Framework (EB/May09/28) and High Level Risks including written Estates report (EB/May09/26) and Financial Update (EB/May09/27)**

4.1 The revised Performance Framework was presented to the Board and SC summarised the changes made in the light of comments and suggestions received.

4.2 The baseline figures now reflect those set out in the Corporate Plan or outturn figures from 2008/09. This would provide clearer information on trends over a 12 month period. In discussion, it was noted that the baseline figure used to measure some performance indicators (such as OST7 - Training Days Delivered) did not produce an accurate picture of the trend. It was suggested that the column headed "Base" be removed and replaced so that baseline figures were shown as either averages or outturn for 2008/09.

**Action: SC to revise the Framework Document in light of the Board's comments.**

4.3 The Board noted that payment performance against the 10 day target was continuing to improve and that the April figure was 79%. The figures for May would show further improvement and the Board recognised the efforts of those involved in achieving this.

4.4 The Board reviewed the Corporate Risk Register and noted that some revision was required to reflect the work being done on changing relationships in anticipation of the new SCS Board.

**Action: All to update the Corporate Risk Register as necessary.**

4.5 Work had been done in relation to the flu pandemic but in relation to business resilience risks, more input was needed in relation to more general issues, such as loss of buildings etc. SC was working on a new policy and production of a template which was being informed through discussions with Sheriffdom Business Managers and looking at what was being done by justice partners and in the wider Scottish Government.

4.6 ASwift advised that a group would be set up to look at the provision of police presence in court.

4.7 The Estates Report was presented to the Board and it was noted that a meeting had been arranged to discuss procedural issues in relation to the storage of productions in the new court facilities at Livingston.

4.8 The lack of suitable cell accommodation at Oban had been raised by the HM Inspector of Prisons who had escalated the issue to the Cabinet Secretary for Justice. Negotiations with Strathclyde Police to allow prisoners to be held in their cells had been ongoing for some time without resolution but this issue would be raised again at a meeting later this month. EE would write to the Chief Constable if the matter could not be progressed or resolved.

- 4.9 Drawings were being prepared for the remote site for vulnerable witnesses at Glasgow. It was agreed that SCS Health & Safety Officers should be invited to any future site meetings.

**Action: DC to ensure that Dusty Miller and/or John McMillan are invited to attend site meetings at Glasgow vulnerable witness facilities.**

- 4.10 The Financial Update was discussed and the Board noted that the unaudited overall outturn for 2008/09 showed an underspend of £3.2m. This was largely due to the revaluation of buildings in the court estate. The report had been received in March 2009 and the valuation was lower than had been expected. This meant that capital charges were less than provided for in the budget, giving rise to the underspend.
- 4.11 The Board recognised the effective way in which budgets had been managed throughout the year, particularly in relation to capital projects where there had been a number of competing priorities.

## **5. Planning and Budgeting Update**

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

## **6. Single Civil Service People Survey (EB/May09/30)**

- 6.1 ASwift advised that a UK wide Single Civil Service Survey was to be introduced to measure employee engagement. Cabinet Office would lead this programme, with the Scottish Government co-ordinating for Scotland, and it was expected that all Departments and Agencies would take part annually. Comparison of the content with the questions asked in the last SCS staff survey showed that the information to be collected was broadly similar. The Board decided to opt out of this survey in 2009 however, it would be for the new SCS Board to determine how this programme should be taken forward in due course. Initial discussion favoured the idea of taking part every two years thereby giving management the opportunity to reflect and respond to issues raised. Additional surveying could be undertaken through in-house pulse surveys on specific issues.

## **7. Any Other Business**

### **Electoral Records – McQueen Report Recommendation**

- 7.1 EMcQ gave an update on the action plan drawn up following the recommendations made by the McQueen report. The revised SCS guidance for handling electoral records had been endorsed by the Electoral Commission and the Scotland Office. The Board recorded its thanks to Robert Gordon and his team for their input on this.

### **Data Handling/Security Arrangements: Information Asset Register**

- 7.2 GW advised that the Scottish Government was looking at developing a common platform for a single information asset register to ensure that all agencies were collecting data in the same way.

### **Judicial Website**

- 7.3 The proposal to set up a separate website for the Scottish Judiciary and what might be published there was discussed by the Board. The Judiciary and Courts (Scotland) Act Steering Group, which was chaired by the Lord President, would consider this as part of the overall discussions on implementation and the move towards the change in governance.

### **ISCJIS Meeting**

- 7.4 The Board was advised that recent discussions had taken place in relation to extending the electronic exchange of information to documentary productions. The main work on this was for the police and COPFS but concerns were expressed that Field Services Directorate and the judiciary had not been involved in the discussions thus far.
- 7.5 It was noted that the Lord Justice Clerk, the Law Society and the Faculty of Advocates should be consulted and that a legislative change in procedure would also be necessary were this proposal to be taken forward. It was agreed that more information on the remit of the group involved in developing this was required to ensure that SCS was involved at the right level and in any discussions with Scottish Government.

**Action: JA and EMcQ to consider the remit of the ISCJIS group, when available, consider who should be involved in any discussions and how interested parties should be advised of the proposals.**

### **Next Meeting**

The next meeting will take place on Wednesday 23 June 2009 at 10.00am – venue to be confirmed.

**Signed:**

**(Chair)**

**Date:**