

MINUTES

EXECUTIVE TEAM MEETING

Tuesday 1 March 2011 in Saughton House

Present: Neil Rennick, Executive Director Policy & Strategy (NR) (Chair)
Eric McQueen, Executive Director Field Services (EMcQ)
Steve Humphreys, Executive Director Judicial Office for Scotland (SH)

Attended: Alan Swift, Director Human Resources (AS)
Nicola Bennett, Director Finance (NB)
Susan Whiteford, Head of Corporate Communications (SW)
Margaret Peattie, Secretariat Business Manager (Minutes)

Apologies: Eleanor Emberson, Chief Executive

1. Minutes of the Meeting of 27 January 2011

1.1 The Minutes were approved.

2. Matters not arising elsewhere

2.1 Action points meeting were cleared.

3. Performance Scorecard and Fines Enforcement Data (ET/Mar11/04)

3.1 The scorecard was discussed. Performance against target for preparation of final decrees in undefended ordinary actions and simplified divorce actions in sheriff courts and acceptance of commissary inventories had bounced back and were now on or above target.

3.2 The latest fines enforcement data had been published on 25 February and had received positive media coverage. Enforcement action was on the increase and recovery figures were moving in the right direction.

4. Financial Performance 2010/11 (ET/Mar11/05)

4.1 The financial results to end January 2010 were discussed. It was noted that projected figures associated with the Voluntary Redundancy Scheme (VRS) would be adjusted once individuals had indicated their final decisions in mid March.

4.2 Jurors costs were discussed. It was agreed that some analysis should be carried out to determine the average costs per sitting to inform budget forecasting.

Action: NR to ask James Boyce to undertake some analysis on jurors' costs and prepare a report for the Executive Team.

5. Review of Corporate Risk Register (ET/Mar11/06)

- 5.1 Work on the Register was progressing and feedback from the last Audit Committee meeting was being incorporated in the revisions being made.
- 5.2 There were no material changes to the corporate risks since the last review.

6. SCS Board: Agenda and Scrutiny of Papers

- 6.1 The Team discussed the Agenda and papers for the March Board meeting.
- 6.2 The draft budget paper was discussed and further detail would be added in relation to pay costs, taking into account the increase in national insurance contributions and the estimated cost of the voluntary redundancy scheme.
- 6.3 Some of the development work arising from discussions on strategic priorities would be highlighted in this month's report but proposals for the allocation of reserve funding set aside for business change activity would be considered by the Board in May.
- 6.4 The draft Corporate Plan 2011-14 had been circulated to Scottish Government officials for comment.

7. Any Other Business

Staff Survey – Bullying and Harassment

- 7.1 The Team discussed some of the steps being taken as a follow up to feedback from the staff survey. Lisa Sellars was due to meet the Bullying and Harassment Contact Team and e-learning packages for managers and staff were being considered.

Learning at Work Week

- 7.2 Consideration was given to what learning activities the Executive Team might participate in during Learning at Work Week in May and this would be agreed shortly.

Provision of Legal Advice/Legal Advisers

- 7.3 The Team discussed the provision of legal advice on a range of matters for the organisation. Aside from criminal law, Legal Advisers supporting the Justice of the Peace Courts had a range of experience and this information was being captured to inform requirements for continuing personal development. This would assist in identifying areas where particular skill sets could be utilised.
- 7.4 Discussions were already taking place with Legal Advisers and it was agreed that further consideration would be given to creating opportunities for development.

Freedom of Information

- 7.5 The Team reviewed the charging policy for Freedom of Information requests. No fee was currently being charged for providing this type of information and it was agreed that charging should not be introduced at this time.