



MINUTES

EXECUTIVE TEAM MEETING

Thursday 27 January in 1A Parliament Square

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

Attended: Alan Swift, Director Human Resources (SH)
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 30 November 2010

1.1 The Minutes were approved.

2. Matters not arising elsewhere

2.1 Action points from the November meeting were cleared.

Staff Survey

2.2 The results of the recent survey would be published on the website on 31 January and an Intranet message for staff was in preparation.

Performance Framework Development

2.3 Work on this was progressing with members of the SCS Board's Performance Framework Working Group developing a balanced scorecard. A range of measures were being considered and how that data would be collected.

Additional Public Holiday 29 April 2011

2.4 SH reported that the Lord President and Sheriffs Principal had directed that courts would not sit on 29 April and that the Crown & Procurator Fiscal Service had advised that it was to take that day as an additional public holiday. It was agreed that SCS should do likewise. A notice would be published on the Intranet shortly.

Voluntary Early Severance Scheme

2.5 The Team discussed progress. EMcQ reported that the scoring exercise for Field Services staff who had applied for early severance was complete. This process would be completed for staff in HQ and the Judicial Office in the week ahead and letters would be issued to all applicants on 4 February advising them whether their application was being taken forward to the next stage when My Civil Service Pensions would be asked to provide compensation figures for individual applicants.

3. Performance Scorecard and Fines Enforcement Data (ET/Jan11/01)

- 3.1 The scorecard was discussed and it was noted that performance against target SDT1 (prepare final decrees in undefended ordinary actions and simplified divorce actions in sheriff courts) was down. Similarly, performance on acceptance of commissary inventories had dipped but it was thought that the severe weather during December was the most likely reason for this. Disruption to staffing levels meant that business had to be prioritised but performance would continue to be monitored.
- 3.2 Fines enforcement data was being collated for the next quarterly publication, due to be published at the end of February.

4. Financial Performance 2010/11 (ET/Jan11/02)

- 4.1 The financial results to end December 2010 were discussed. The Team noted that the forecast underspend had reduced. This revision was largely due to increased calls on demand led expenditure over the last two months of the year.
- 4.2 Income from fees had reduced which meant that the expected shortfall was slightly more than had been expected.

5. Review of Corporate Risk Register (ET/Jan11/03)

- 5.1 Following discussions at the SCS Audit Committee, work was underway to revise the Corporate Risk Register. The number of high level risks was being pared down and the Executive Team were drafting the text and updating the Register for presentation to the Audit Committee early next month.

6. SCS Board: Agenda and Scrutiny of Papers

- 6.1 The Team considered the Agenda and papers for the February meeting of the SCS Board.
- 6.2 NR had drafted text into the outline Corporate Plan 2011-14 – “Building a Stronger Scottish Court Service”, which had been agreed by the Board at its last meeting. Statutory provisions required the Board to approve the SCS Corporate Plan for submission to the Cabinet Secretary for Justice before the end of March.
- 6.3 The Plan incorporated the five key strategic priorities which had been discussed at recent staff engagement events, together with actions to support the delivery of both internal and system wide reforms.
- 6.4 The draft Financial Plan 2011/12 was discussed. The Board would be asked to consider its budget and expenditure priorities for 2011/12 on pay and non-pay costs and for strategic investment. After discussion of the detail in the Plan, it was agreed that some revision was required before this was issued to the Board.

7. Any Other Business

Justice of the Peace Training Event

- 7.1 SH advised that the Lord President was to speak at the JP Training event in North Strathclyde next month. He invited the Team to identify any matters in relation to the reforms or strategic priorities which the Lord President might wish to mention during his visit at the event.

Action: All Executive Directors to brief SH by 4 February on any strategic reform matters which the Lord President might wish to mention during his visit to the Justice of the Peace training event.

Pay and Reward

- 7.2 The record of the discussion under this agenda item is considered confidential and exempt from publication.

Response to the Christie Commission

- 7.3 NR had drafted a submission to the Christie Commission which is to review the efficiency of Scotland's public services in the face of funding cuts. The Team was broadly content with the text but thought the paper should include information about SCS shared services in relation to procurement. This would be updated before being returned to the Scottish Government.

Scottish Court Service
January 2011