



MINUTES

EXECUTIVE TEAM MEETING

Tuesday 19 April 2011 in 1A Parliament Square

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

Attended: Susan Whiteford, Head of Corporate Communications (SW)
David Morris, Director IT, (DM)
Gillian Jewell, Director Property & Services (JG)
Karen Lawrie, Secretariat (Minutes)

Apologies: None

1. Minutes of the Meeting on 1 March 2011

1.1 The Minutes were approved.

2. Action Points and Matters not arising elsewhere

2.1 Action points from the 1 March 2011 were cleared.

2.2 Initial discussions had taken place in relation to carrying out some high level analysis of juror costs. This would require further detailed work and was to be included within the MIS Team work plan

Action Point: NR to circulate the MIS team's work plan to the Executive Team for information.

3. Performance Scorecard and Fines Enforcement Data/Operational Plan (ET/Apr11/07 and ET/Apr11/08)

3.1 NR advised that Stephen Coulter would circulate an updated draft of the scorecard prior to the SCS Board meeting.

3.2 Fines figures were issued in February with the next publication due at the end of May. The figures had continued to move in the right direction. A session with Scottish Government was planned to get engagement on key area's requiring attention.

- 3.3 The draft Fines Collection Operational Plan was discussed, it was agreed more data was required detailing targets, costs and the number of cases.

Action Point: EMcQ to circulate an updated Fines Collection Operational Plan with detailed data incorporated.

4. Financial Results 2010/11 (ET/Apr11/09)

- 4.1 The financial results to the end of February were discussed. Concern was expressed at the extent to which profiling of expenditure had not revealed the extent of the underspend beyond that planned to meet the costs of voluntary release scheme until late in the financial year.
- 4.2 The Financial results paper for the SCS Board in May would include budget figures up to March 2011 and provide more detail on the increase in the revenue underspend compared with the December position and the specific causes of the overall underspend for the year.

5. Review of Corporate Risk Register: High Level Risks

- 5.1 The Corporate Risk Register was reviewed. Updates on dates and actions were required as a matter of urgency.

Action: Executive Team to review the Risk Register and provide updates to the risks they are involved in by 20 April 2011.

Action: SW to draft an action on Operations Errors and Complaints

Action: NR to speak to Gerry Wilson about the capabilities of and printed formats available from the 4Risk system.

6. SCS Board Agenda and Papers

- 6.1 The Team discussed several papers for the May Board Meeting.
- 6.2 VRS update – confirmation of final numbers was awaited. Applicants had been advised of changes to the Tax calculation which may result in some having to pay more tax than anticipated. A paper will be tabled at the Board in advance to ensure they were given the most up to date position.
- 6.3 Board Performance Evaluation – The Team was content with the format of the paper for the Board, noting that there were still three responses to be added.
- 6.4 A presentation on the business change programme would be made to the Board. EMcQ would lead on this and DM would then give a presentation on ICT strategy.
- 6.5 The Corporate Plan Delivery project dossier was discussed and it was agreed that more detail regarding project leads would be added prior to issue to the Board.
- 6.6 Branding of the Change Programme - EE advised she met with David Allan-Butler who suggested the Change Programme could be split into two portfolios;

one portfolio could consist of Making Justice Work Projects, with formal Prince 2 structures, and the other portfolio aligned to the Corporate Plan Strategy.

Action: Executive Team to meet with Gerry Wilson to discuss the structure and governance of the project dossier.

- 6.7 A paper giving a strategic overview would introduce the Board presentation and copies of the Corporate Plan and ICT Strategy document would be issued as annexes.

Action: NR to prepare a paper to introduce the presentation to the Board.

- 6.8 The Team was content with the ICT Strategy Board briefing which would form part of the DM's presentation to the Board.
- 6.9 The two Estates papers, which would be discussed at the Estates Committee on 28 April before being signed off, were discussed. The Memorandum of Understanding regarding possible shared services between SCS and COPFS would be copied to the TUS.

7. Corporate Plan Delivery Board

- 7.1 The Executive Team would meet in early May to discuss governance of the projects within this programme.

8. Senior Managers Conference

- 8.1 It was agreed that the programme for the conference on 1 June 2011 would be based around the Middle Management Programme.

9. Central Government Centre of Procurement Expertise (CGCoPE) – Procurement Reporting to Boards

- 9.1 EE raised the issue of providing the Board/Executive Team with an update on procurement activity across the organisation following a recent CGCoPE meeting.
- 9.2 The Team agreed this would be added to the agenda for the Team meeting on 31 May.

Action: NR to ask Nicola Bennett/Eddie Bracken to prepare a paper detailing the key facts of collaborative procurement spend and the risks involved in procurement by mid May.

10. Any Other Business

Mainstreaming Equality – paper for the People Committee

- 10.1 The Team discussed the paper and it was agreed that a main contact should be identified.

Action: NR to confirm who will be the main contact for Mainstreaming Equality.

External Recruitment – ICT & Finance

- 10.2 Following a discussion regarding staffing in IT, EE requested additional information before any decision could be made.

Action: DM to provide information on staff structure and status in the IT section.

Proposals for Future Internal Audit

- 10.3 The Team was broadly content with the paper, however, it was agreed that the review process for operational errors and complaints would not be reviewed in Year 1.

Action: SW to contact Steven Green regarding the timing of the review process for operational errors and complaints

Scottish Court Service

April 2011