



MINUTES

SCOTTISH COURTS AND TRIBUNALS SERVICE BOARD MEETING: MONDAY 27 MARCH 2017, SAUGHTON HOUSE

- Present:** Rt Hon Lady Dorrian, Lord Justice Clerk (Chair)
Rt Hon Lady Smith
Dr Joe Morrow QC
Sheriff Principal Duncan Murray
Sheriff Iona McDonald
Sheriff Grant McCulloch
Johan Findlay OBE JP
Dr Kirsty Hood QC
Joe Al-Gharabally
Simon Catto
Professor Hugh MacDougall
Colonel David McIlroy
Eric McQueen
- Attended:** Noel Rehfisch, Corporate Secretary, SCTS
Karen Lawrie, Secretariat Business Manager, SCTS, (Minutes)
- Apologies:** Rt Hon Lord Carloway, Lord President

1. Minutes of the SCTS Board Meeting of 6 February 2017

- 1.1 The Minutes of the last meeting were approved.

2. Matters Arising

- 2.1 There were no outstanding actions from the last meeting.

Evidence and Procedure

- 2.1 It was reported that the Evidence and Procedure Review was published in February. The response to the report had been positive with support received from a number of justice partners. A number of public discussion sessions, open to anyone with an interest, were planned with at least one in each Sheriffdom during April and May. The Lord Justice Clerk would be launching a new Practice Note on Taking Evidence by a Commissioner on 28 March.

3. Observations from Visit to Headquarters Business Units

- 3.1 In advance of the formal meeting Board members visited staff based in SCTS Headquarters at Saughton House. The Business teams visited included Finance and Procurement, Information Technology, Property and Services, Human Resources and Operations analysis, compliance and support.

- 3.2 Board members engaged with staff in the teams regarding developments and challenges faced by each area. Members were impressed with the knowledge, enthusiasm and professionalism of all the staff they met and the positive working relationships in place both within the teams and across the SCTS as a whole.

4. Finance Report (SCTS/Mar17/14)

4.1 The report on financial performance to the end of February 2017 was received. The full year forecast predicted an underspend of £0.04m against the total budget of £107m. As agreed by the Board in February, available resources had been directed towards estates maintenance. This would allow the backlog maintenance outstanding on the estate to be reduced by £2.5m over the course of the financial year.

5. Business Plan Delivery Report and SCTS Board Scorecard – Q3 2016-17 (SCTS/Mar17/15)

5.1 The Board received the quarterly report on SCTS Business Plan delivery, the SCTS Scorecard for Quarter 3 and the Safer Communities and Justice System Brief. The Board were pleased to note that SCTS had won a major category at the 2017 Top Employers for Working Families Awards. The 'Carers Scotland best for carers and eldercare' award was won by SCTS in recognition of our innovative and effective approach to supporting employees with caring responsibilities.

5.2 The Business Plan Delivery report was discussed. The majority of outcomes had been completed or were on track for completion. Members considered the format of the report and suggested that commentary on future developments which related to outcomes that spanned more than a single business year should be clearly identified as such, particularly when the activity required to deliver the outcome in respect of the current business year had been completed. The Executive agreed to review the Board scorecard with a view to introducing any changes after the Q4 version had been considered by the Board as part of the next quarterly review.

6. Corporate Plan 2017-20 (SCTS/Mar17/16)

6.1 An early outline of the Corporate Plan setting out the SCTS purpose, values, priorities and high-level objectives for the coming 3 years had been shared with members in February. It had been subject to on-going development under the auspices of a sub-group of the Board and the final draft was presented to the Board for approval.

6.2 The Board approved the Corporate Plan 2017-20. The plan would be submitted to the Cabinet Secretary for Justice for formal approval before being laid in the Scottish Parliament and published in the course of April.

7. SCTS Business Plan and Budget 2017-17 (SCTS/Mar17/17)

7.1 The 2017-18 SCTS Business Plan, which sets out the key outcomes SCTS will work to achieve over the coming year was presented to the Board for approval. It had been updated to reflect the comments made by members at the last meeting and had also been subject to further development through the Board sub-group. The 2017-18 Business Plan also set out the organisational budget for the financial year 2017-18.

7.2 The Board approved the 2017-18 Business Plan and the 2017-18 SCTS budget contained therein. The plan would be published alongside the new Corporate Plan.

8. Inverness Justice Centre (SCTS/Mar17/18)

8.1 The Board were advised on the progress of the Inverness Justice Centre Project. An application for planning permission had been approved by Highland Council Planning Committee on 28 February. Demolition works on the site had now commenced.

8.2 The accommodation requirements of partner organisations in the Justice Centre had continued to evolve since the initial design phase. Earlier in the day Board members had received a short presentation on the latest design proposals during their visit to the Property and Services Unit.

9. The Scotland Act – Devolution of Reserved (SCTS/Mar17/19)

9.1 Board members reviewed the latest position on this work. It was observed that work was progressing on finalising the draft feasibility report detailing the options for the devolution of reserved tribunals. The draft report could not be concluded until both the UK and Scottish Governments reached agreement on the most effective management of the transfer.

9.2 Board members agreed that planning should continue so far as possible in the meantime and supported work under way to develop options for integrated tribunals accommodation in Glasgow, that could house currently devolved and reserved tribunals' functions in a single location from 2018.

10. Review of Staff Survey Follow-Up Actions (SCTS/Mar17/20)

10.1 Members considered the activities that had been commissioned in response to issues raised by staff within the SCTS Staff Survey 2016. They welcomed the collaboration between SCTS senior managers and PCS Union officials who were working with local Partnership Committees to progress a range of activities to deliver further improvements. Corporate and local action plans would be kept under review ahead of the next survey, planned for October 2017.

10.2 The Board recognised the SCTS staff survey results for 2016 were the highest in Scotland, and welcomed the ongoing work throughout SCTS to involve staff in driving further improvements in key areas.

11. ICMS – Ongoing Development (SCTS/Mar17/21)

11.1 The current position on development of the new Integrated Case Management System (ICMS) was discussed by the Board. Remediation work on ICMS functionality and development of the system had continued and it was observed that the frequency of system updates had reduced from weekly to fortnightly as the system became more established. The Board acknowledged the on-going high level commitment of staff in supporting the new system as the improvements were rolled-out.

11.2 The outline proposals for further development of ICMS were discussed. It was agreed that the work currently under way to review and identify lessons learned from the project to date would be presented to the Audit and Risk Committee at its meeting in April.

12. SCTS Committee Update

People Committee

12.1 The Committee Chair reported on the matters discussed at the last meeting. The Committee had received high level analysis on the results of the SCTS Staff Survey 2016. Consideration had been given to the revised SCTS Values and Behaviours developed by the Executive Team, senior managers and staff – which would be introduced on 1 April. A new Non-Executive Member had been appointed to the Committee and would join the next meeting in May.

Estates Committee

12.2 The Board received an update from the Estates Committee Chair on the last meeting. The Committee had been advised that the facilities management contract retender had been concluded with the new contract commencing on 1 April 2017. It was also noted that good progress had been made on backlog maintenance priorities following additional funding.

Audit and Risk Committee

12.3 The Chair of the Audit and Risk Committee advised that following a recent recruitment exercise two new Non-Executive Members had been appointed, bringing the committee back to its full complement. It was hoped they would attend the next meeting in April.

13. Any Other Business

13.1 There was no other business raised.

14. Papers for Scrutiny/Exception Reporting Only

- 14.1 The following papers had been circulated for scrutiny:
- Court Programming
 - Mobile Judiciary
 - Custody Facilities Update
 - ICT programme Milestones and High Level Risks
 - the SCTS Decision Tracker
 - Draft minutes of the SCTS Committees held since December

No matters were raised by exception.

15. Date of the Next Meeting

15.1 Monday 15 May 2017 in Parliament House, Edinburgh.

Scottish Courts and Tribunals Service