

# MINUTES

## SCOTTISH COURTS AND TRIBUNALS SERVICE BOARD MEETING: MONDAY 27 June 2016, Inverness

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

The Chair welcomed Lady Dorrian to her first meeting of the SCTS Board following her appointment as Lord Justice Clerk.

### 1. Minutes of the SCTS Board Meeting of 9 May 2016

- 1.1 The Minutes of the last meeting were approved.

### 2. Matters Arising

- 2.1 There were no outstanding actions from the last meeting and no matters arising.
- 2.2 The Board noted that Christina Mellon had been appointed as Director Human Resources and Claire Taylor had been appointed as Director Information Technology. The newly appointed Director Finance would be announced in the coming few weeks.

### 3. Observations from Visits

- 3.1 Prior to this meeting, the Board split into 3 groups and visited courts at Inverness, Tain and the Management Team for Grampian, Highland and Islands based in Inverness. Board members engaged with local staff and judiciary; viewed the accommodation and were updated on a range of local issues. Members shared observations from their respective visits. Members noted that the professionalism of staff and the positive working relationships they had developed with local partners allowed business to be conducted efficiently and effectively.

#### **4. Finance Report 2016-17 (SCTS/Jun16/27)**

4.1 The Board received a report on financial performance to the end of May 2016. Additional funding had become available towards the end of the 2015-16 financial year. This had been used to accelerate courtroom technology updates and to tackle the maintenance backlog. Some areas of expenditure were lower than forecast at this early point in the financial year. Projections indicated that expenditure would balance out as the year progressed.

4.2 The Board noted that discussions would be ongoing with the Scottish Government over the summer to secure budget transfers that had been agreed for the 2016-17 financial year.

#### **5. Spending Review 2017-20 (SCTS/Jun16/28)**

5.1 An update was provided by the Executive on the early stages of the Scottish Government's spending review process. This would set the budget for the SCTS for the coming 1-3 years.

5.2 The Board noted the update and the initial analysis of future SCTS spending requirements provided therein. Board members observed that the outcome of the recent EU referendum introduced a degree of uncertainty in regard to both timescales for the spending review process and the overall budget settlement. Members agreed that the potential risks and opportunities arising from these developments should be analysed by the Executive. This analysis should be considered at future meetings of both the Board and the Audit and Risk Committee.

#### **6. Business Plan Delivery Report and SCTS Board Scorecard (SCTS/Jun16/29)**

6.1 The Business Plan Delivery Report, Board Scorecard and the Safer Communities and Justice System Brief were reviewed.

6.2 Members noted that good progress had been made in relation to a number of the Business Plan outcomes, with two already completed. The Board would continue to monitor delivery of the business plan outcomes and board scorecard on a quarterly basis, to ensure that performance was maintained.

#### **7. Court Structures: Evaluation Report on Court Structures (SCTS/Jun16/30)**

7.1 The Board considered a draft evaluation report detailing the progress made over the last three years in implementing the vision set out in the Shaping Scotland's Court Services report.

7.2 The draft report was approved, subject to minor amendments suggested by members. The Board agreed that the final document would be published on the SCTS website.

#### **8. The Scotland Bill – Devolution of Reserved Tribunals (SCTS/Jun16/31)**

8.1 Following the Board workshop session at its last meeting, an update was provided detailing the work under way to develop options for the devolution of reserved tribunals and the transfer of administration of those tribunals to the SCTS.

8.2 A programme board had been established to develop the options. It is expected to report to the Board in the autumn. The Scottish Government had conducted a consultation on the transfer of functions of the employment tribunals.

8.3 The Board welcomed the update and requested a further update at their next meeting.

## **9. Update from SCTS Committees**

### *People Committee*

9.1 The Chair updated the Board on the discussions from the meeting in May. This included the development of local action plans to address issues raised in the 2015 Staff Survey, updates to employment law and a review of the HR Risk Register.

9.2 The Committee had noted with satisfaction that the SCTS Carers Policy and the wider range of support for carers provided by the SCTS to its staff had been recognised by the award of "Exemplar" status by Carers Scotland. The SCTS was one of only 3 organisations in Scotland to have received this level of award.

### *Estates Committee*

9.3 Sheriff McCulloch updated the Board on the recent Estates Committee meeting. The Estates Strategy 2016-26 had been discussed and had been submitted to the Board for approval. An update on the Review of Security at Kirkcaldy had been brought to the Board for consideration.

### *Estates Strategy*

9.4 The Board considered the final draft of the Estates Strategy 2016-26. The strategy had been developed by the Property and Service Unit in consultation with the Estates Committee. It supported the high level priorities in the SCTS Corporate Plan, setting out how these translated into specific estates priorities, objectives and activities over the coming years.

9.5 The Board approved the Estates Strategy 2016-26, subject to minor amendments. The finalised strategy would be published on the SCTS website.

### *Review of Security at Kirkcaldy Sheriff Court*

9.6 The Board noted the progress made to address the recommendations designed to mitigate the security risks in Kirkcaldy Sheriff and Justice of the Peace Court following a full review of security in late 2015.

## **10. Update on Custody Facilities in Court Buildings (SCTS/Jun16/34)**

10.1 An update was provided on the work that had been carried out in response to HM Inspector of Prisons for Scotland's (HMIPS) report into conditions in the custody area at Glasgow Sheriff Court. The Board welcomed the several improvements that had been made since the report was published.

10.2 Following publication of the report, SCTS officials had held a number of meetings with HMIPS regarding the issues raised. As a result, progress had been made in developing a set of standards that could be used to assess custody areas, recognising their distinct nature. It was hoped that standards would be agreed later in the year. The Board would receive details of the new standards for review at a future meeting.

## **11. Any Other Business**

11.1 There was no other business raised.

## **12. Papers for Scrutiny/Exception Reporting Only**

12.1 The following papers had been circulated for scrutiny:

- Court Programming Update
- ICT programme Milestones and High Level Risks
- the SCTS Decision Tracker

No matters were raised by exception.

### **13. Date of the Next Meeting**

13.1 Monday 29 August 2016 in Parliament House, Edinburgh.

#### **Workshop Session – Inverness Justice Centre**

14.1 Earlier in the day, Board members had the opportunity to view the proposed site for the planned development of the Inverness Justice Centre. A workshop session was held following the Board meeting, involving:

- Sheriff Principal Pyle, Grampian, Highland and Islands
- Audrey Bayliss, Sheriffdom Business Manager, Grampian, Highland and Islands
- David Currie, Director Property and Services, SCTS
- Fergus Taylor, Inverness Justice Centre Project Manager, SCTS
- Representatives from Reich and Hall, Architects, who had been appointed to work on the development of the Justice Centre.

14.2 Board members discussed the developing approach, timescale and initial design ideas for the centre. They received a presentation from Reich and Hall, Architects, showing the initial designs for the justice centre, based on the initial scope and outline of the project. Work would continue over the coming months in consultation with staff and judiciary. A full business case for the Justice Centre would be presented to the Board later in the year.

14.3 The Chair thanked the attendees for their presentation.

Scottish Courts and Tribunals Service