

**SCOTTISH COURT SERVICE**

**BOARD MEETING**

**Monday 15 February 2010 in Parliament House, Edinburgh**

**Present:**

Rt Hon Lord Hamilton, Lord President, (Chair)  
Rt Hon Lord Gill  
Johan Findlay JP  
Debbie Crosbie  
Elizabeth Carmichael CBE  
Sheriff Iona McDonald  
Tony McGrath  
Sheriff Derek Pyle  
Rt Hon Lord Reed  
Sheriff Principal Alastair Dunlop QC  
Eleanor Emberson  
Robert Milligan QC

**Also Attended:**

Neil Rennick, Executive Director - Policy & Strategy, SCS  
Glynis McKeand, Head of Civil & Governance Change, SCS  
Eric McQueen, Executive Director – Field Services, SCS (Item 3)  
Gordon Wales, Executive Director – Corporate Services, SCS (Item 3)  
Steve Humphreys, Executive Director – Judicial Office for Scotland (Item 3)  
Nicola Bennett, Director of Finance, SCS (item 3)  
Susan Whiteford, Head of Corporate Communications, SCS (Item 6)  
Margaret Peattie, Secretariat Business Manager, SCS, (Minutes)

**Apologies:**

Mark Higgins

The Lord President welcomed everyone to the meeting.

**1. Minutes of the Meeting of 28 January 2010**

1.1 The Minutes, which had been circulated prior to the meeting, were approved.

**2. Matters Arising**

2.1 There were no matters arising which would not be discussed elsewhere on the Agenda.

2.2 Action Points were cleared.

**3. Budget for 2010/11 (SCS/Feb10/02)**

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

#### **4. SCS Framework Document (SCS/Feb10/07)**

4.1 The Board discussed the revised draft of the Framework Document and were content that this now be finalised and submitted to the Scottish Ministers.

#### **5. SCS Corporate Plan 2010-11 (SCS/Feb10/08)**

5.1 The revised Corporate Plan was considered and the Board asked for some further changes to be made. It was agreed that, because of the short time within which the Plan is due to be submitted to Ministers, the final draft would be circulated for approval by correspondence.

***Action: Neil Rennick to finalise the draft Corporate Plan and circulate to the Board for approval.***

#### **6. Communications (SCS/Feb10/09)**

6.1 The Board considered how 'Vesting Day' might be communicated to the wider community. Internal audiences had received information about the changes which implementation of the Judiciary and Courts (Scotland) Act would bring about. The list of principal communication stakeholders, including external groups, was revised and agreed.

6.2 Work on a long term Communications Strategy was in hand and a paper would be brought before the Board in March.

***Action: Susan Whiteford to draft a Communications Strategy for consideration by the Board at its March meeting.***

#### **7. Any Other Business**

##### ***Corporate Identity***

7.1 Samples of letterheads bearing the proposed corporate identity to be used by the Scottish Court Service after 1 April 2010 were considered and agreed by the Board.

##### ***Outcome of Fraud Case at Edinburgh Sheriff Court***

7.2 The Board was advised that a former member of the Scottish Court Service had been sentenced to two years imprisonment. It was noted that systems had been reviewed and measures put in place to address any issues and that these had been signed off by the Audit Committee.

##### ***Awards Ceremony***

7.3 The Board heard that SCS staff who gained external accreditation or qualifications during the year were invited to a ceremony to be presented with their certificates. Secretariat would circulate the date of this event should any member of the Board wish to attend.

***Action: Secretariat to advise the Board of the date and venue for the awards ceremony.***

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

8.1 Monday 15 March 2010 at 2.00 pm in Glasgow.