

MINUTES

SCOTTISH COURTS AND TRIBUNALS SERVICE BOARD MEETING: MONDAY 29 JUNE 2015, PARLIAMENT HOUSE, EDINBURGH

Present: Rt Hon Lord Carloway (Chair)
Eric McQueen
Dr Joe Morrow
Tony McGrath
Johan Findlay OBE JP
Dr Kirsty Hood
Joe Al-Gharabally
Simon Catto
Sheriff Principal Duncan Murray
Sheriff Grant McCulloch
Professor Hugh MacDougall
Sheriff Iona McDonald

Attended: Noel Rehfisch, Corporate Secretary, SCTS
Margaret Peattie, Secretariat Business Manager, SCTS, (Minutes)

Apologies: Rt Hon Lady Smith

1. Minutes of the SCTS Board Meeting of 11 May 2015

1.1 Subject to minor amendment, 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.

3. Finance Report (SCTS/Jun15/08 and SCTS/Jun15/09)

3.1 The Board received a report setting out the final outturn for 2014-15 which would now be incorporated into the Annual Accounts as agreed by Audit Scotland. The Board noted that underspend on the total controllable expenditure was £21k against £63.2m budget provision (0.03%).

3.2 A report setting out the high level budget allocation for 2015-16 was presented and discussed. It was noted that the estates management discretionary budget was £1.2m less for this year than in 2014-15. However, with the Board's agreement, the Executive had been able to bring forward estates projects earmarked for expenditure in this financial year and use available funds to meet the costs towards the end of the last financial year, mitigating the impact of this year's reduced budget on the prioritised project list.

3.3 A small reserve of £0.4m remained unallocated but this would be reviewed later in the year and the Board would be invited to consider proposals for utilising it.

4. New Business Cases (SCTS/June15/10)

4.1 *The record of this discussion is considered confidential and exempt from publication.*

5. Business Plan Delivery Report and Board Scorecard (SCTS/Jun15/11)

5.1 The Board received the final report on business plan outcomes and the Board scorecard for 2014-15. The first report on progress of business plan deliverables for 2015-16 would be presented in August.

5.2 The Board scorecard would be reviewed and revised to incorporate measures for tribunal business and ensure that the scorecard continued to give the Board the best insight into performance.

6. Evidence and Procedure Review Project

6.1 The Board heard that further road shows had been held with attendance from professional and sector specific groups. Further events were planned and it was anticipated that a report would be prepared for submission to the Justice Board in the autumn.

7. Court Closure Programme (SCTS/Jun15/12)

7.1 *The record of this discussion is considered confidential and exempt from publication.*

8. Committee Update

Estates, Health & Safety, Fire and Security Committee

8.1 The Committee met in Edinburgh Sheriff Court at the end of May when members had been shown the new accommodation there for the Personal Injury Court and jury muster area, as well as the changes made to co-locate staff transferring from Haddington. Members had received a presentation on governance and risk management including the roles of the SCTS Board, its Committees and the SCTS Executive.

8.2 At the formal meeting, the Committee had agreed proposals for allocating budget to deliver estates strategic objectives and approved a business case and allocated funding for the creation of a new courtroom within Glasgow Sheriff Court.

9. Outline Plan for October Board Meeting

9.1 The Board discussed proposals for visits to meet with staff in operational areas and for the development session to be held following the formal Agenda meeting in October. It was **agreed** that the Executive work up an outline plan and programme and bring it back to the Board in August.

10. Any Other Business

ICT Security

10.1 The Board noted that the Executive was working toward PSN accreditation, which defines new ICT security standards, and was currently reviewing all security systems and policy. This would include a review of secure access to SCTS systems and the use of webmail and Citrix.

11. Papers for Scrutiny/Exception Reporting Only

11.1 The following papers had been circulated for scrutiny:

- Court Programming Update
- ICT programme milestones and high level risks
- the SCTS Decision Tracker
- Minutes of Committee meetings

11.2 Attention was drawn to the ICT high level risks where figures in the risk score of one risk had been transposed. It was also noted that areas in the milestone chart required to be updated.

12. Date of the Next Meeting

12.1 Monday 24 August 2015 in Parliament House, Edinburgh.

Workshop Session – Strategy, People and Change

13.1 Members were joined by Alan Swift, Director HR, who gave a presentation on delivering change through SCTS people. A value chain had been developed and key activities for delivering reform, improving services and ensuring that these were well managed and affordable were mapped out over the period of the Corporate Plan 2014-17.

13.2 There were four underpinning elements of the SCTS People Strategy and the Board heard how change was being managed under each of those to meet the aspirations of the SCTS strategic priorities, in particular skilled, engaged and motivated people.

13.3 Staff had responded well to change over a number of years. There had been organisational changes and the recent merger with the Scottish Tribunals Service was the latest of those. Further changes lay ahead with the significant programme of court reforms being implemented. Good communication and support was in place and employee engagement was at its highest level ever.

13.4 There were challenges in relation to pay with continuing public sector pay restraints and comparability for those staff earning over £21,000. No members of SCTS staff were earning less than the Scottish Living Wage (SLW) and SCTS would consider the feasibility of incorporating the SLW into future procurement of external contracts. Learning and development activity would focus on delivering training in a more effective way and providing a structured qualification framework for technical training, leadership and management.

Scottish Courts and Tribunals Service