

### HMCS Board – Outstanding Action Log – JUNE 2007

Meeting date	Agenda item	Minute reference	Action	Action Owner	Target Date	Progress/Comments	Action Completed
23/02/2007	5		<u>Performance &amp; operational report</u> Ron De Witt to pursue with CE of LSC possibility of using seconded LSC staff; Karen Wheeler/Darren Scates to look into transfer of IT staff and headcount, including retraining possibilities; Philip Lloyd/Mark Ormerod to pursue trading fund possibilities; Justices Clerks Society to be involved in discussions on role for legal advisers in county courts; Mark Ormerod to consider whether/when to involve Ron De Witt in discussions with District Judges Association; Neil Ward to circulate paper for approval on outsourcing/ancillary staff and to issue note to staff.	Ron De Witt  Karen Wheeler/ Darren Scates Philip Lloyd/ Mark Ormerod Mark Ormerod/ Alan Eccles  Mark Ormerod  Neil Ward	ASAP  ASAP  ASAP  ASAP  ASAP	To raise at next meeting with LSC CE   In progress   To be raised at next meeting RDW/ Association of DJs	
23/02/2007	7		<u>Financial position, 2006/07</u> Continue current strategy of maintaining control over expenditure in order to achieve year-end balanced budget whilst	All	Up to 31 March 07		completed

			ensuring budgets spent; continue monitoring key performance indicators to minimise potential risks; feed in any further early departure applications in time for 14/15 March meetings. advise Mark Ormerod of reasons for recent fee income changes.	All	Continuing		completed
				All	ASAP, prior to 14 March		completed
				Philip Lloyd	ASAP		completed
23/07/2007	14		<u>Model for the provision of justices' clerks in England &amp; Wales</u> Principles and modelling adopted as recommended; Prepare submission for Ministers for signature on RDW return; David Greensmith to have input into submission; support to be indicated where possible; pay and grading to be linked to the JC/ legal adviser proposals; take opportunity to indicate to SoS Private Secretary that sub. will be coming; Bench chairmen given permission to share paper within bench chairmen forum on confidential basis; Ron De Witt/Alan Eccles to discuss how best to maximise support of bench chairmen; Operations Cttee to further discuss handling issues;	Alan Eccles			complete
				Alan Eccles/Neil Ward	For 12.3 07	Agreed submission sent to Ministers	Complete
				- do -	- do -	Link made to pay/grading	complete
				- do -	- do -		
				- do -	- do -		
				Alan Eccles			Complete
				Ron De Witt/Alan Eccles	ASAP		Complete
				Alan Eccles/Neil Ward	Next meeting		Complete

			Regions to undertake detailed work, managed through regional management boards; demographic data to come from regions; proposals still to be considered as restricted; Project plan/ timetable to be prepared; note support available from KW;	Alan Eccles/RDs  Alan Eccles	Following submission to SoS  ASAP	In progress; report on outcome to Board meeting, Sept 07	complete
23/02/2007			<u>Budget 2007-08</u> Near-cash allocations to be issued to RDs when available; continue looking at alternative methods of financing capital projects in order to maximise potential funds.	Philip Lloyd  Philip Lloyd	Following DCA decision  continuing		
15/12/2006	2	1.1	<u>Minutes – 4.2: Property Board</u> Circulate process note when procedure for approving schemes agreed by CIB. Asset strategy to be considered by Operational Board before coming to HMCS Board for approval.	Philip Lloyd  Philip Lloyd	After CIB, Jan 07  Feb 07 Board		
15/12/2006	8	8.1	<u>Budget allocation model</u> Group to be established to assess likely practical consequences of both models and to report back.	Philip Lloyd	Feb 07		