

Releasable under Freedom of Information (Scotland) Act 2002 after the next meeting of the Executive Board

EXECUTIVE BOARD MEETING

MINUTES OF MEETING HELD ON 30 AUGUST 2017

CONFERENCE ROOM, PF'S OFFICE, PAISLEY

Present: (Chair)	David Harvie	Crown Agent
	John Logue	Deputy Crown Agent, Operational Support
	John Dunn	Deputy Crown Agent, Local Court
	Lindsey Miller	Deputy Crown Agent, Serious Casework
	Ian Walford	Deputy Chief Executive
	Douglas Hutchens	Non-executive director (by VC)
	Lesslie Young	Non-executive director

In attendance:	Maria Kicinski	Legal Assistant to Crown Agent
	Ann Marie Henderson	Personal Assistant to Crown Agent
	Laura Mundell	North Strathclyde Sheriffdom PF
	David Casey	North Strathclyde Business Manager

Apologies:

Agenda Item 1 – Welcome

1. The Crown Agent opened and welcomed everyone to the meeting.
2. Members confirmed that there were no conflicts of interest.

Agenda Item 2 – Minutes of Previous Meeting, Matters Arising / Updates

3. The minutes of 26 July 2017 were agreed and can be published.
4. PS CA confirmed that the spending review submissions had been forwarded to the non-executive directors.
5. DCE provided details of the numbers of staff on performance management plans and in absence management procedures.
6. DCA Local Court provided the Board with examples of the enhanced dashboard and prioritisation matrix.

Agenda Item 3 – Resources update

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7. The Resources Committee last met on 25 July 2017 and met before that on 30 June 2017.
8. It is anticipated that some of the Invest to Save funds previously awarded will not be fully utilised due to delays in recruitment. This will be returned for reallocation.
9. A paper has been prepared for the next meeting of the Resources Committee scheduled for 31 August 2017 on a proposal for promotion to the SPFD grade.
10. The advert for the MA Board has been issued.
11. The board noted that full time figures have dropped dramatically.

Finance Update

12. The board was provided with an update on the outturn forecast to budget as at 31 July 2017. The board was also provided with an update on the 2017-18 spending review and the potential implications for the medium term strategic financial plans and, most immediately, the 2018-19 budget process.

CMiC

13. The board was provided with an update on CMiC and noted that considerable progress had been made in developing the app and the roll out of the business case since the last update to the board in February.
14. The board noted the projected savings in JP/Sheriff Summary courts. Once user acceptance testing in Perth and Livingston are complete this will inform savings in Sheriff and Jury.
15. User acceptance testing is to be carried out over a period of four weeks in Perth and Livingston. After testing is complete, any issues will be collated and reviewed.
16. The Crown Agent expressed his thanks to everyone involved in CMiC in getting us to this stage.
17. The board approved the progressive roll out of the CMiC app across Local court during 2018.
18. CMiC is to feature as a standing agenda item.

Fair Futures

19. The board noted the progress to date that had been made by Fair Futures and agreed that at this crucial point in the life of the project SET members and SCS1As, as the 10 most senior leaders in the organisation, should meet, effectively as an informal reference group, to consider the possible outcomes from the roles/responsibilities/skills, recruitment and performance management work streams.

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20. The purpose of the meeting will not be to make decisions about specific, detailed solutions, but to provide a steer to the FF Project Board on possible solutions that could/should be considered by the Project Board given the challenges and opportunities described in the paper. The Board were clear that the only constraints for the project in terms of initial consideration should be employment law and the very wide discretion COPFS has to set its own pay and grading arrangements: i.e. it is for COPFS to determine its grading, rotation and performance management arrangements and the associated ways of working and culture to suit our unique circumstances.
21. It will be for the project team to then consider the benefits and risks that would be involved in implementing solutions - in the light of a clear mandate to think radically but equally not to change purely for the sake of it existing policies and processes that do or could work.
22. Scoping papers that have been produced for the roles/responsibilities/skills, recruitment and performance management workstreams will be circulated ahead of the meeting.
23. A date for the meeting is to be organised in the coming weeks.

Balanced Scorecard and Absence Information

24. The board noted the figures provided up to the end of June 2017. The balanced scorecard and absence information will feature as an agenda item on a quarterly basis.
25. The board noted a downward trend in short term absences.

Agenda Item 4 – Business Improvement Update

26. The last meeting of the Business Improvement Committee was on 16 August 2017.
27. The committee is moving to bi-monthly meetings to tie in with every second Executive Board meeting.
28. The board received an update on the committee's progress made to date with corporate improvements and the methodology in relation to prioritisation of initiatives and projects contained within the agreed portfolio.
29. CMiC is on-track for user-acceptance testing in late September. A paper providing an update will be prepared for the August meeting of the Executive Board.

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Estates Mandate

30. The board were presented with an updated Mandate for the Estates Strategy Project.

Agenda item 5- Operational Performance Update

31. The last meeting of the Operational Performance Committee was on 18 August 2017.

32. The committee are revisiting their Terms of Reference. Terms of Reference for all three committees are to be circulated for discussion at the next OPC meeting.

33. The homicide rate remains high, albeit slightly down from last year.

34. There remains an increase in sexual offences cases being reported, which are not historic cases, nor pre-petition cases being instructed for proceedings, but new reports.

35. A review team has now been formed as part of the COPFS response to the SCAI.

36. Local Court may provide further paper to OPC with recommendations of key processes within the function to ensure delivery of regular business. The board agreed that it would be premature to add this to the Corporate Risk Register.

Agenda item 6 – Audit and Risk Committee

37. The committee last met on 14 August 2017.

38. The board were requested to be mindful that we will soon have new non-executive directors. For continuity, consideration to be given as to how we rotate this in future.

39. The implications of the new Data Protection rules will be discussed at the Committee's August meeting. The Board noted that no Bill has yet been published.

**Crown Agent's Office
September 2017**