



EXECUTIVE BOARD MEETING

MINUTES OF MEETING HELD ON 12 JUNE 2019

CONFERENCE ROOM 1, CROWN OFFICE

Present:

(Chair)	David Harvie, Crown Agent
Lindsey Miller	Deputy Crown Agent, Serious Casework
John Logue	Deputy Crown Agent, Operational Support
Stephen McGowan	Deputy Crown Agent, Local Court
Ian Walford	Deputy Chief Executive
Annie Gunner Logan	Non-executive director
Fiona McLean	Non-executive director
Rob Tinlin	Non-executive director

In attendance: Ann Marie Henderson Personal Assistant to Crown Agent
(minutes)

Apologies: John Cooper, Non-executive director

Agenda Item 1 - Welcome

1. David Harvie, Crown Agent opened the meeting and welcomed all colleagues.
2. Apologies were noted from John Cooper.
3. Members confirmed that there were no conflicts of interest.

Agenda Items 2 - Minutes of Previous Meeting, Matters Arising / Updates

4. The minutes of 15 May 2019 were agreed and can be published.

5. Item 1 – was deferred from March to May meeting where it was noted that the report in the COPFS gender pay gap figures is being finalised and will be circulated by JTL. **Action now closed. Paper circulated on 5 June.**
6. Item 2 – Agreed last September that a progress report on equalities is to be prepared for the June meeting. **Update: This paper is to be circulated to the Board by email, once available.**
7. Item 3 – DCA Operational Support to recirculate the Strategic Plan to the Board. **Update:** The date for completion of this has been revised in light of the budget. The Plan will be shared with Law Officers by the middle of June and will be circulated to the Board by email.
8. Item 4 – DCE to arrange for the corporate risk register to be updated and circulated to the Board. **Update:** This item was discussed under agenda item 3 and can now be closed. **Action closed.**
9. Item 5 – DCA Operational Support to review the absence figure for the 2018/19 current FY to date. **Update:** Update provided that this figure was included in the fortnightly update on recruitment that is circulated to the Board. **Action closed.**
10. Item 6 – Board members to be copied into the letter to the Justice Committee. **Action closed – circulated by email.**
11. Item 7 – DCA Serious Casework to provide the Board with a copy of her letter in relation to a death case. **Update:** circulated by email. **Action: closed.**
12. Item 8 – DCE to provide an update on the benefits secured in the last year on CMiC at the August meeting. **Carried over to August meeting.**
13. Item 9 – DCA Local Court to consider a governance process for the statutory quality report and to provide proposals to the Board at the August meeting. **Carried over to the August meeting.**

Agenda Item 3 – Finance Update 19/20

14. Deputy Chief Executive introduced paper EB19/20(01) and provided the Board with a high level summary of recent and planned developments in respect of the 19/20 budget position.
15. The signing of accounts is to take place mid-July. Audit Scotland have confirmed that they are content with the accounts.
16. Informal discussions are taking place with the Trade Unions in relation to the 19/20 pay settlement. It is hoped that a settlement can be implemented in August salaries.
17. Following on from discussions held at the Non Staff Expenditure workshop held in March 2019, an action plan is to be submitted to the Resources Committee for their June meeting, which will be shared with Board members.

18. There was a discussion about planning for the 2019 spending review. An initial paper setting out possible approaches will be put to the Resources Committee at the end of June.

Action: DCE to circulate Resources Committee spending review paper to the Board for information.

RECRUITMENT UPDATE

19. DCE introduced paper EB19/20(02) and provided the Board with an update on recruitment. The Board noted that recruitment is now complete with regard to the expansion plan. It is anticipated that the additional staff will take up post by the end of the summer.
20. The Board noted the number of promotion opportunities that this expansion has created for existing staff, and that the number of legal FTE staffing complement is the highest it has been for over a decade.

RISK REGISTER

21. DCE introduced paper EB19/20(03). The Board noted the update provided on the current and target scores.

Agenda Item 4 – Resources Committee Update

22. DCA Operational Support introduced paper EB19/20(04). The Committee met on 29 May 2019.
23. The Board noted that the paper prepared for witness costs will be discussed at the next Resources Committee in June.
24. The Board were advised that following consultation within all areas of the organisation on the Learning and Development strategy, that it is intended to publish the strategy and provide monthly updates to all staff.

Action: DCA Operational Support to circulate a copy of the strategy to Board members for information.

25. The refitting and construction work being carried out within the Dundee office and the Inverness Justice Centre is on schedule.
26. A Digital Transformation and Case Management Summit has been arranged for August to discuss digital innovation priorities.

Agenda Item 5 – Business Process Improvement Committee

27. No update was provided as the Committee have not met since the last Board meeting.

Agenda Item 6 – Balanced Scorecard / Absence Figures

28. DCA Operational Support introduced papers EB19/20(05) and EB19/20(06).

29. The Board noted that the staff numbers have increased over the last financial year. Turnover of staff has fallen over the last quarter.
30. Staff absence figures are stabilising. Mental health figures account for 30% of absences, however, this is not unique to the public sector.
31. There are approximately 10 people across the organisation who are trained as mental health first aiders.
32. There has been an increase in the Quality figures in the last quarter. Delivery figures have been improving despite the increasing

Agenda Item 7 – Operational Performance Committee

33. DCA Serious Casework introduced paper EB19/20. There was no further update provided as this update was provided at the May Board meeting.

Agenda Item 8 – Audit and Risk Committee

34. The Chair of the Audit and Risk Committee introduced paper EB19/20(08) and provided the Board with an update of the last meeting.

**Crown Agent's Office
June 2019**

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