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EXECUTIVE BOARD MEETING

MINUTES OF MEETING HELD ON 18 MARCH 2020

CONFERENCE ROOM 1, CROWN OFFICE

Present: (Chair)	David Harvie Lindsey Miller Stephen McGowan Ian Walford John Cooper Annie Gunnar Logan	Crown Agent Deputy Crown Agent, Specialist Casework Deputy Crown Agent, Local Court (by TC) Deputy Chief Executive Non-executive director (by TC) Non-executive director (by TC)
In attendance:	Mark Howells Ann Marie Henderson	Director of Finance & Procurement (by TC) Personal Assistant to Crown Agent (Secretariat)
Apologies:	John Logue Fiona McLean Rob Tinlin	Deputy Crown Agent, Operational Support Non-executive director 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 Logue, Fiona McLean and Rob Tinlin.
3. Members confirmed that there were no conflicts of interest.

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

4. The minutes of 12 February 2020 were agreed and can be published.

Agenda Item 3 – Coronavirus Update

5. The Crown Agent and Deputy Chief Executive provided the Board with an update on the organisational response to the Covid-19 outbreak.

Agenda Item 4 – Finance Update 19/20

6. Director of Finance introduced paper EB19/20(51).

The Board were provided with an update on the budget position. Returns received this week for Running Costs / Resource expenditure indicated a worsening from the position reported in the paper, with a an overspend of

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between £758,000 and £858,000. No provision has been made for Covid-19 related expenditure. Director of Finance confirmed that liaison continues with the Scottish Government's Finance Business Partner for Education and Justice, and that he continues to liaise with the Scottish Government's Finance Business Partner for Education and Justice and had advised him of the changes. The Scottish Government's Finance Business Partner has committed to sending the letter authorising an overspend, (which was received on 3rd April).

7. The Board noted that in relation to capital, we had received additional funding as part of the Spring Budget Revision. Director of Finance confirmed that COPFS had not been able to utilise the £2.4m drawn down at the Spring Budget Revision for the purposes of toxicology, and additional funding was instead expected to be provided in 2020-21. Otherwise the latest forecast was for a core corporate underspend on capital of some £75,000.

Agenda Item 5 – Budget Agreement

8. Deputy Chief Executive introduced paper EB19/20(52).
9. The Board were updated on progress to date with budget planning for 2020-21 and proposed next steps.
10. The Board noted the current high-level allocation of the resource budget, and also the plan to review the budget allocation later in the year - including the scope for any further recruitment – in the light of revised priorities following the Covid crisis and any further indication from SG of the public expenditure outlook.
11. The Board agreed that headroom should be found as a priority for additional ADs.

Agenda Item 6 – Future Ways of Working

12. Deputy Chief Executive introduced paper EB19/20(53).
13. The Board noted the progress that had been made on the project since its last update in August 2019, which set out plans for implementation and awareness-raising of the policy.
14. The Board agreed that the policy should be published in late April, as a near final version, with the proviso that it may be amended further in light of work during the implementation period. Progress over the next few weeks will be like all other activity, subject to the impact of COVID 19.

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Agenda Item 7 – Fair Futures

15. Deputy Chief Executive introduced paper EB19/20(54).
16. The Board were provided with an update on progress in the Fair Futures project, the plans for closing the project by the end of April and ensuring that ongoing arrangements are in place to mainstream the products and monitor benefits realisation. Progress over the next few weeks will be like all other activity, subject to the impact of COVID 19.
17. Regular updates will be provided to the Board on the benefits realisation.

Agenda Item 8 – Resources Committee Update

18. Deputy Chief Executive introduced paper EB19/20(55). The Board noted the minutes of the meeting held on 28 February.

Agenda Item 9 – Corporate Risk Register

19. Deputy Chief Executive introduced paper EB19/20(56).
20. The Board noted the current position. The register has been updated in light of the budget. A new risk has been included for toxicology. The risk relating to business continuity now reflects the potential impact of COVID19 and COP26 although these will need to be kept under close review, particularly the former given the developing crisis.
21. The workshop proposed for early summer will now likely take place in September, but this will be kept under review.

Agenda Item 10 – Balanced Scorecard and Absence Figures

22. The Board noted the papers EB19/20(57) and (57a).

Agenda Item 11 – Business Improvement Committee

23. No update provided as no meeting held prior to the Board meeting.

Agenda Item 12 – Operational Performance Committee

24. Deputy Crown Agent Serious Casework introduced paper EB19/20(58). The Board noted the minutes of the meeting held on 6 March 2020.

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Agenda Item 13 – Audit & Risk Committee

25. The Board noted the minutes (EB19/20(59) of the meeting held on 26 February 2020.

**Crown Agent's Office
May 2020**