

## **EXECUTIVE BOARD MEETING**

### **MINUTES OF MEETING HELD ON 10 OCTOBER 2018**

#### **LAW SOCIETY OF SCOTLAND, ATRIA ONE, CRAIG ROOM, 144 MORRISON STREET, EDINBURGH, EH3 8EX**

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

**In attendance:** Stephen Woodhouse Director of Finance  
Jamie Lipton Legal Assistant to Crown Agent

**Apologies:** Lesslie Young Non-executive director

#### **Agenda Item 1 - Welcome**

1. DCA Operational Support opened the meeting on behalf of the Crown Agent, who was delayed and attended from Item 3 onwards.
2. Members confirmed that there were no conflicts of interest.

#### **Agenda Item 2 - Minutes of Previous Meeting, Matters Arising / Updates**

3. The minutes of 19 September 2018 were agreed and can be published.
4. Action 5 – DCA Serious Casework to produce monthly reports on KPIs for the Operational Performance Committee. This action was continued to the next meeting in November 2018.
5. Action 6 – DCA Operational Support to update strategic plan to reflect additional funding. In discussion it was agreed that publication of the new strategic plan for 2019-22 should align with the financial year, but that wider consultation with stakeholders should begin before the end of the calendar year.
6. Action 7 – DCA Operational Support advised that this action is now closed.
7. Action 8 – DCA Operational Support advised that this action is now closed.

### **Agenda Item 3 – Finance and Recruitment**

8. Director of Finance introduced paper EB18/19(45) forecasting a small overspend, which is not expected to persist by the year end.
9. Expenditure relating to the additional funding is being monitored separately. As some of the additional staff being recruited will not be in post until January there is likely to be an underspend.
10. Director of Finance provided the Board with an update on a recent meeting he had attended with Justice Finance Directors earlier in the month.

### **Recruitment Update**

11. DCE introduced paper EB18/19(46) and provided an update to the Board on the progress being made in relation to the recruitment exercise.
12. DCE provided an update on Business Services. Two new prosecutors have been added to the complement in People & Learning as well as new staff in HR.

### **Agenda Item 4 – Operational Support Update**

13. DCA Operational Support presented the Board with paper EB18/19(47) relating to the work currently being carried out in Operational Support.
14. There are several significant Bills that will be implemented in 2019.
15. Work is ongoing in relation to Brexit preparation.
16. A proposal has been submitted to COPFS regarding introduction of the 'Speed Awareness Courses' in Scotland.
17. Additional funding from Scottish Government has been confirmed for ISD to develop three digital projects for the justice system, including a 'Justice Gateway' for victims and witnesses. The 'Corporate Applications' system will go live shortly.
18. The Civil Service People Survey is now live. Results are expected to be available in November 2018.

### **Agenda Item 5 – Local Court Update**

19. DCA Local Court presented the Board with paper EB18/19(48) relating to the work currently being carried out in Local Court.
20. The Board noted that performance in NICP is stable.
21. The Estates renovation work is due to commence in the Glasgow office.
22. The recent publication of a new statistical bulletin by SCTS of business volumes may provide a fresh opportunity to discuss court programming.
23. DCE highlighted that Fair Futures Roadshows are ongoing at present. The success of the “Keeping the Conversation Going” project was noted. The Board agreed that levels of direct communication should be maintained and enhanced.

### **Agenda Item 6 – Serious Casework Update**

24. DCA Serious Casework presented the Board with paper EB18/19(50) relating to the work currently being carried out in Serious Casework, highlighting the concern raised regarding churn in the High Court and availability of Advocates Depute to conduct floating trials. Consideration is being given to re-introducing a Preliminary Hearing Court in Edinburgh with extra trials courts being introduced in Glasgow and Edinburgh from January 2019. A number of new Advocates Depute have recently been recruited.
25. DCA Serious Casework highlighted a proposal to create a marking hub in Edinburgh to focus on sexual offences. The proposal will be finalised for the Crown Counsel Management meeting on 12 October 2018.
26. A brief update on the current focus of the Child Abuse Inquiry was provided to the Board.
27. DCA Serious Casework updated the Board on senior staff changes within Serious Casework.

### **Agenda Item 7 – Case Management in Court (CMIC)**

28. DCE advised that seven offices are now using CMIC and the project is going well; staff feedback is positive. The possible roll-out to solemn casework is being considered.