

Executive Board meeting minutes

Meeting held on 16 June 2021 by Microsoft Teams

Present:

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

In attendance:

Marlene Anderson (Item 3)	Head of Finance
Andrew Laing (Item 4)	Deputy Procurator Fiscal
Keith Dargie (Item 4)	Chief Digital Officer
Ann Marie Henderson	Personal Assistant to Crown Agent (Secretariat)

Apologies:

Ian Walford	Deputy Chief Executive
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Agenda Item 1 – Welcome and Apologies

1. The Crown Agent opened the meeting and welcomed all colleagues. Apologies were tendered from Ian Walford.
2. The Crown Agent updated the Board on the new nominees for Law Officers.

Agenda Item 2 - Minutes of previous meeting

3. The minutes of the meeting held on 12 May 2021 were approved and can be published. Members confirmed there were no conflicts of interest.

Action tracker

4. Item 1 – Update on overtime budget is being covered under Agenda Item 3.
5. Items 2 and 3 – updates will be provided to the Board at a future date.

Agenda Item 3 - Finance Update

Finance Update

6. The Director of Finance and Procurement introduced paper EB21/22(10).
7. The Board noted the interim audit of 20/21 is underway and is progressing well.
8. Due to IONA settlements, we will be reporting an overspend which SG are aware of. The Director of Finance and Procurement is working with SG to finalise the budget position.
9. The draft accounts have been submitted to Audit Scotland.
10. It was agreed that COP26 should be added to table to capture under risks and uncertainties.

Overtime Update

11. The Director of Finance and Procurement introduced paper EB21/22(11).
12. The Board noted the paper and agreed that this should be circulated to the Board at each meeting for information.

Agenda Item 4 – Digital Evidence Sharing Capability (DESC)

13. The Chief Digital Officer and the COPFS Lead for DESC introduced paper EB21/22(12).
14. After discussion and consideration, the Board members were content to approve the report and the FBC, but considered that there is still significant work to be done on the MOU. The Board members agreed that they would welcome:
 - Assurances in relation to level of system security and future governance thereof. A brief summary is to be provided to the Board.

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- Greater definition of the SPA role in the MOU. An update by correspondence to be provided to the Board in the next 2 weeks.
- Financial penalties - update by correspondence to be provided to the Board in the next 2 weeks.
- Briefing to the Crown Agent to allow him to consider the rationale for an 8 year licence. If he has any concerns as Accountable Officer these will be raised with the Board.

Agenda Item 5 – Balanced Scorecard and Absence Figures

15. DCA Operational Support introduced paper EB21/22(13).
16. The Board noted that the absence figures continue to fall. Absences are being monitored at Resources Committee by HR.
17. The Board noted that a record effort was made by SFIU over a 4/5 week period. This will be reflected in future balanced scorecard.

Agenda Item 6 – Resources Committee Update

18. DCA Operational Support introduced paper EB21/22(15).
19. The Board noted the minutes and agreed that a paper on COP26 should be provided to the Board at the September meeting).

Action

- DCA Local Court to provide paper to the September meeting on COP26.
- Secretariat to invite Jim Brisbane to the September meeting.

Agenda Item 7 – Operational Performance Committee

20. DCA Serious Casework advised the Board that no meeting was held last month. A review of OPC is being carried out and a paper will be submitted to the Board at a future meeting, once the review is complete.

Agenda Item 8 – Business Process Improvement Committee

21. DCA Operational Support advised that the Board that this update will be circulated to the Board, once available.

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Action

DCA Operational Support to forward BPIC paper to Secretariat for circulation to Board members.

Agenda Item 9 – Audit and Risk Committee Update

22. Rob Tinlin, non executive director introduced paper EB21/22(16).

23. The Board noted the paper.

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